



Village of Gilberts

Village Hall: 87 Galligan Road, Gilberts, Illinois 60136

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

www.villageofgilberts.com

SPECIAL VILLAGE BOARD MEETING AGENDA

Tuesday, November 10, 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/99731817702>

Meeting ID: 997 3181 7702

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 5:00 p.m. on November 10, 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. PUBLIC COMMENT*

4. CONSENT AGENDA

- A. A Motion to Approve Minutes from the October 20, 2020 Village Board Meeting
- B. A Motion to Approve Bills & Payroll dated November 10, 2020
- C. A Motion to Approve the Calendar Year 2021 Village of Gilberts Meeting Calendar
- D. Accept and Place on File the Municipal Compliance Report for the Village of Gilberts Police Pension Fund for the Fiscal Year ending April 30, 2020

5. ITEMS FOR APPROVAL

- A. A Motion to Approve Resolution 29-2020, a Resolution Authorizing Approval of an Agreement with Rieke Office Interiors for the Purchase and Installation of Workstations at the Police Department in an Amount Not-to-Exceed \$14,866
- B. A Motion to Approve an At-Risk Utility Agreement Allowing Gilberts Development LLC to Proceed with Installation of Public Utilities in NH2B

6. ITEMS FOR DISCUSSION

7. STAFF REPORTS

8. TRUSTEES' REPORTS

9. PRESIDENTS' REPORT

10. EXECUTIVE SESSION*

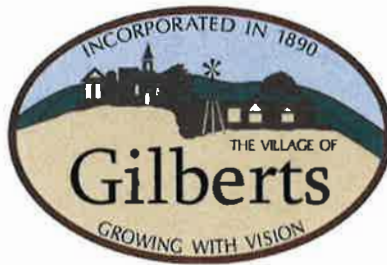
11. ADJOURNMENT

***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.



**MINUTES FOR VILLAGE OF GILBERTS
BOARD OF TRUSTEES MEETING
Village Hall: 87 Galligan Road, Gilberts, IL 60136
Meeting Minutes
Tuesday, October 20, 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

Village Clerk Courtney Baker called the roll. Roll call: Members present: Trustees Kojzarek, Allen, Zambetti, Farrell, and President Zirk. Member on phone: Trustees Corbett and Hacker. Others present: Village Administrator Brian Bourdeau and Finance Director Fischer.

3. PUBLIC COMMENT

There were no public comments at this time.

4. PRESENTATION OF THE FY2020 AUDIT

Jen from Lauterbach & Amen provided a brief overview of the FY2020 audit. Jen stated that the Village once again received a clean audit opinion. The FY2020 CAFR will also be submitted for the GFOA Certificate of Excellence in Financial Reporting award. President Zirk congratulated Staff for the work they've done to contribute to the clean audit opinion.

5. CONSENT AGENDA

- A. A Motion to approve Minutes from the October 6, 2020 Village Board Meeting
- B. A Motion to approve Minutes from the October 13, 2020 Committee of the Whole Meeting
- C. A Motion to approve Bills & Payroll dated October 20, 2020
- D. A Motion to approve the September 2020 Treasurer's Report
- E. A Motion to Receive and Accept the Comprehensive Annual Financial Report from Lauterbach & Amen, LLP for the Fiscal Year Ending April 30, 2020
- F. A Motion to approve Resolution 28-2020, A Resolution Authorizing an Intergovernmental Recipient Agreement for Coronavirus Relief Funds between the County of Kane, Illinois and the Village of Gilberts

President Zirk asked if any of the board members had any consent agenda items they wished to remove for separate consideration. After hearing none, asked for a motion to approve.

A Motion was made by Trustee Allen and seconded by Trustee Farrell to Approve Consent Agenda Items 4A-F as presented. Roll call vote: Trustees Corbett, Allen, Zambetti, Farrell, Hacker, and Kojzarek voted Aye. 0-nays, 0-abstained. Motion carried.

6. ITEMS FOR APPROVAL

There were no items for approval.

7. STAFF REPORTS

Director Fischer

- The PAFR is almost completed and will also be submitted for the GFOA award.

Administrator Bourdeau

- The Governor's office has announced that Kane County is one of the counties that is going to be moving into Tier 1 of the COVID mitigation plan due to the rising positivity rate. This will impact Gilberts businesses as far as limiting indoor dining for the Village's restaurants and has led Staff to cancel the Fall Bonfire event.

Trustee Farrell asked if anything will change as far as trick-or-treating. Administrator Bourdeau stated that he has not seen any new guidance on this.

Trustee Zambetti asked how long the outdoor dining would be permitted. Administrator Bourdeau stated that the Board extended this until December 7, 2020. Trustee Zambetti asked how many sides of the tent had to be open. Administrator Bourdeau stated that a minimum of three sides of the tent need to be open.

- Equipment has been staged by Pirtano on the south side of the toll way and will start work on the Well 5 water main.
- Village Hall has received many calls with questions on early voting to which Staff has been advising residents to contact the County Clerk's office or visit their website.
- Received notice from the Illinois Public Risk fund that there was a 2020 stimulus grant and the Village will be receiving \$762.

8. TRUSTEE REPORTS

Trustee Zambetti

- Asked for Staff to provide the current guidance for outdoor dining tents. Administrator Bourdeau stated that he will follow up and provide this information to the Board.

9. PRESIDENT'S REPORT

There was no President's report at this time.

A. EXECUTIVE SESSION*

An executive session did not take place.

11. ADJOURNMENT

There being no further public business to discuss, a **Motion was made by Trustee Allen and seconded by Trustee Farrell to adjourn from the public meeting at 7:27 p.m.** Voice vote carried unanimously.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Courtney Baker". The signature is written in a cursive style with a long, sweeping tail.

Courtney Baker

Village Clerk

User: lsiegbahn

EXP CHECK RUN DATES 11/03/2020 - 11/10/2020

DB: Gilberts

BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID

Department: 00 GENERAL FUND

AMALGAMATED BANK OF CHICAGO	GO BOND PRINCIPAL	215,000.00	GO BOND PRINCIPAL
AMALGAMATED BANK OF CHICAGO	GO BOND INTEREST	8,800.00	GO BOND INTEREST
IPBC - INTERGOVERNMENTAL PERSONN	EMPLOYEE DENTAL CONTRIBUTION	2,082.82	EMPLOYEE DENTAL CONT
IPBC - INTERGOVERNMENTAL PERSONN	EMPLOYEE HEALTH INS. CONTRIBUT	25,089.18	EMPLOYEE HEALTH INS.
IPBC - INTERGOVERNMENTAL PERSONN	EMPLOYEE LIFE INSURANCE	73.60	EMPLOYEE LIFE INSURA
ROBINSON ENGINEERING, LTD.	ESCROWS PAYABLE	30,479.50	ESCROWS PAYABLE
Total: 00 GENERAL FUND		281,525.10	

Department: 01 ADMINISTRATIVE

AT&T U-VERSE	CONTRACTUAL SERVICES	69.46	CONTRACTUAL SERVICES
BELLEFEUIL SZUR & ASSOCIATES	CONTRACTUAL SERVICES	3,681.00	CONTRACTUAL SERVICES
BENEFIT PLANNING CONSULTANTS,	CONTRACTUAL SERVICES	100.00	CONTRACTUAL SERVICES
CRESCENT ELECTRIC SUPPLY	MAINTENANCE BUILDING	59.94	MAINTENANCE BUILDING
CURRENT TECHNOLOGIES, INC.	CONTRACTUAL SERVICES	1,317.50	CONTRACTUAL SERVICES
FOX VALLEY WEBWORKS, INC.	CONTRACTUAL SERVICES	149.85	CONTRACTUAL SERVICES
GOVTEMPS USA	CONTRACTUAL SERVICES	6,221.25	CONTRACTUAL SERVICES
IPO INTEGRATED PURCHSING OPTIONS	OFFICE SUPPLIES	306.82	OFFICE SUPPLIES
LAUTERBACH & AMEN, LLP	ACCOUNTING SERVICES	2,000.00	ACCOUNTING SERVICES
MARCO TECHNOLOGIES LLC	CONTRACTUAL SERVICES	156.69	CONTRACTUAL SERVICES
MENARDS - CARPENTERSVILLE	MAINTENANCE BUILDING	107.93	MAINTENANCE BUILDING
PADDOCK PUBLICATIONS	LEGAL NOTICES	392.20	LEGAL NOTICES
PHILLIP VERSTEN	COMMUNITY RELATIONS	19.98	COMMUNITY RELATIONS
PITNEY BOWES	POSTAGE	80.74	POSTAGE
RICHARD SPINKER	CONTRACTUAL SERVICES	140.00	CONTRACTUAL SERVICES
SECOND CHANCE CARDIAC SOLUTIONS	MAINTENANCE EQUIPMENT	3,900.00	MAINTENANCE EQUIPMEN
UNION NATIONAL BANK OF ELGIN	73 INDUSTRIAL PRINCIPAL	2,093.56	73 INDUSTRIAL PRINCI
UNION NATIONAL BANK OF ELGIN	73 INDUSTRIAL INTEREST	1,416.98	73 INDUSTRIAL INTERE
VERIZON WIRELESS	COMMUNICATIONS	108.45	COMMUNICATIONS
Total: 01 ADMINISTRATIVE		22,322.35	

Department: 02 POLICE

IPO INTEGRATED PURCHSING OPTIONS	OFFICE SUPPLIES	101.43	OFFICE SUPPLIES
MARCO TECHNOLOGIES LLC	CONTRACTUAL SERVICES	35.26	CONTRACTUAL SERVICES
MENARDS - CARPENTERSVILLE	MAINTENANCE BUILDING	453.86	MAINTENANCE BUILDING
PACES AUTO SERVICE	MAINTENANCE VEHICLES	562.31	MAINTENANCE VEHICLES
RICHARD SPINKER	CONTRACTUAL SERVICES	315.00	CONTRACTUAL SERVICES
STEPHEN D. TOUSEY LAW OFFICE	LEGAL EXPENSE	400.00	LEGAL EXPENSE
VERIZON WIRELESS	COMMUNICATIONS	475.12	COMMUNICATIONS
Total: 02 POLICE		2,342.98	

Department: 03 PUBLIC WORKS

AEP ENERGY	STREETLIGHTING	92.38	STREETLIGHTING
B&K POWER EQUIPMENT INC	MAINTENANCE VEHICLES	212.00	MAINTENANCE VEHICLES
CANTEEN REFRESHMENT SERVICES	CONTRACTUAL SERVICES	13.00	CONTRACTUAL SERVICES
COMMONWEALTH EDISON	STREETLIGHTING	62.23	STREETLIGHTING
IPO INTEGRATED PURCHSING OPTIONS	OPERATING EXPENSE	63.58	OPERATING EXPENSE
NAPA AUTO PARTS	GASOLINE & OIL	593.31	GASOLINE & OIL
NAPA AUTO PARTS	MAINTENANCE VEHICLES	66.66	MAINTENANCE VEHICLES
O"CARROLL ELECTRIC, INC.	MAINTENANCE STREETS	600.00	MAINTENANCE STREETS
PACES AUTO SERVICE	MAINTENANCE VEHICLES	142.35	MAINTENANCE VEHICLES
POMP'S TIRE SERVICE, INC.	MAINTENANCE VEHICLES	1,222.76	MAINTENANCE VEHICLES
VERIZON WIRELESS	COMMUNICATIONS	148.55	COMMUNICATIONS
Total: 03 PUBLIC WORKS		3,216.82	

Department: 04 BUILDING

B&F CONSTRUCTION CODE SVC, INC	BUILDING PERMIT EXPENSE-PASS T	1,395.00	BUILDING PERMIT EXPE
BELLEFEUIL SZUR & ASSOCIATES	CONTRACTUAL SERVICES	1,885.00	CONTRACTUAL SERVICES

MARCO TECHNOLOGIES LLC	CONTRACTUAL SERVICES	449.78	CONTRACTUAL SERVICES
RICHARD SPINKER	CONTRACTUAL SERVICES	140.00	CONTRACTUAL SERVICES
ROBINSON ENGINEERING, LTD.	BUILDING PERMIT EXPENSE-PASS T	1,395.00	BUILDING PERMIT EXPE
VERIZON WIRELESS	COMMUNICATIONS	58.92	COMMUNICATIONS
Total: 04 BUILDING		<u>5,323.70</u>	

Department: 06 PARKS

AEP ENERGY	UTILITIES	215.19	UTILITIES
CLARKE AQUATIC SERVICES	MAINTENANCE-SPORTS/PLAYGROUND	723.00	MAINTENANCE-SPORTS/P
ORION LWS, INC.	MAINTENANCE-SPORTS/PLAYGROUND	1,685.00	MAINTENANCE-SPORTS/P
Total: 06 PARKS		<u>2,623.19</u>	

Department: 08 GARBAGE HAULING

MDC ENVIRONMENTAL SVCS.	GARBAGE HAULING EXPENSE	55,280.12	GARBAGE HAULING EXPE
Total: 08 GARBAGE HAULING		<u>55,280.12</u>	

Department: 10 WATER SYSTEMS

BELLEFEUIL SZUR & ASSOCIATES	CONTRACTUAL SERVICES	797.00	CONTRACTUAL SERVICES
CONSTELLATION NEWENERGY, INC.	UTILITIES	7,039.35	UTILITIES
IPO INTEGRATED PURCHSING OPTIONS	OFFICE SUPPLIES	68.86	OFFICE SUPPLIES
MARCO TECHNOLOGIES LLC	CONTRACTUAL SERVICES	55.00	CONTRACTUAL SERVICES
MARTY'S AUTOMOTIVE	MAINTENANCE VEHICLES	949.27	MAINTENANCE VEHICLES
MENARDS - CARPENTERSVILLE	OFFICE SUPPLIES	18.97	OFFICE SUPPLIES
NICOR	UTILITIES	2.28	UTILITIES
PDC LABORATORIES, INC	LABORATORY TESTING	382.50	LABORATORY TESTING
POLLARD WATER	LAB SUPPLIES & EQUIPMENT	1,260.49	LAB SUPPLIES & EQUIP
TRANSPAC USA, INC.	LAB SUPPLIES & EQUIPMENT	693.00	LAB SUPPLIES & EQUIP
USA BLUEBOOK	LAB SUPPLIES & EQUIPMENT	422.54	LAB SUPPLIES & EQUIP
VERIZON WIRELESS	COMMUNICATIONS	133.29	COMMUNICATIONS
Total: 10 WATER SYSTEMS		<u>11,822.55</u>	

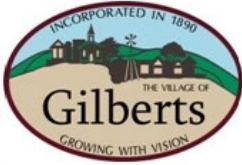
Department: 20 WASTEWATER SYSTEMS

ALEXANDER CHEMICAL CORPORATION	CHEMICALS	6,561.75	CHEMICALS
BELLEFEUIL SZUR & ASSOCIATES	CONTRACTUAL SERVICES	797.00	CONTRACTUAL SERVICES
CONSTELLATION NEWENERGY, INC.	UTILITIES	9,454.41	UTILITIES
ELECTRIC MOTOR CORPORATION	COLLECTION SYS. PUMP MAINT.	500.00	COLLECTION SYS. PUMP
IPO INTEGRATED PURCHSING OPTIONS	OFFICE SUPPLIES	58.22	OFFICE SUPPLIES
MARCO TECHNOLOGIES LLC	CONTRACTUAL SERVICES	55.00	CONTRACTUAL SERVICES
MARTY'S AUTOMOTIVE	MAINTENANCE VEHICLES	949.27	MAINTENANCE VEHICLES
MENARDS - CARPENTERSVILLE	OFFICE SUPPLIES	18.97	OFFICE SUPPLIES
NICOR	UTILITIES	357.93	UTILITIES
USA BLUEBOOK	LAB SUPPLIES & EQUIPMENT	555.43	LAB SUPPLIES & EQUIP
VERIZON WIRELESS	COMMUNICATIONS	133.28	COMMUNICATIONS
Total: 20 WASTEWATER SYSTEMS		<u>19,441.26</u>	

Department: 90 GENERAL P/W PROJECTS EXPENSES

KANE COUNTY TREASURER	RZB PRINCIPAL PAYMENT	41,591.52	RZB PRINCIPAL PAYMEN
KANE COUNTY TREASURER	RZB INTEREST PAYMENT	638.85	RZB INTEREST PAYMENT
Total: 90 GENERAL P/W PROJECTS EXPENSES		<u>42,230.37</u>	

*** GRAND TOTAL *** 446,128.44



Village of Gilberts
Village Hall
87 Galligan Road, Gilberts, Illinois 60136
Ph. 847-428-2861 Fax: 847-428-2955
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To: Village President and Board of Trustees
From: Courtney Baker, Village Clerk
Date: November 3, 2020 Village Board Meeting
Subject: Item 4.C – 2021 Village of Gilberts Meeting Calendar

All municipalities must give public notice of its annual schedule of regular meetings at the beginning of each calendar or fiscal year, listing the dates, times and places of such meetings. The dates for regular meetings must be set by the Board. Below is a list of the proposed Village Board and Committee of the Whole Meetings for the year of 2021. Upon adoption of these meeting dates, they will be posted within Village Hall, the Village's website, the 2021 Resident Calendar and will be sent to the appropriate news medium.

Village Board of Trustees Meetings:

January 5 and 19
February 2 and 16
March 9 and 23*
April 13 and 27**
May 4 and 18
June 1 and 15
July 6 and 20
August 3 and 17
September 7 and 21
October 5 and 19
November 2 and 16
December 7 and 21

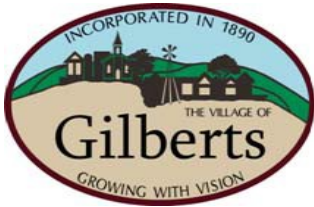
Committee of the Whole Meetings:

January 12
February 9
March 16
April 20
May 11
June 8
July 13
August 10
September 14
October 12
November 9
December 14

All of the above meetings will begin at 7:00 PM.

* We recommend pushing the March meetings forward one week in order to avoid a 3 week gap between meetings.

** The first Tuesday of April, 2021 falls on the local Election Day.



**VILLAGE OF GILBERTS
87 GALLIGAN ROAD,
GILBERTS IL. 60136
2021 MEETING CALENDAR**

Meeting	Time	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Village Board of Trustees	7:00 PM	1/5 1/19	2/2 2/16	3/9 3/23	4/13 4/27	5/4 5/18	6/1 6/15	7/6 7/20	8/3 8/17	9/7 9/21	10/5 10/19	11/2 11/16	12/7 12/21
Committee of the Whole	7:00 PM	1/12	2/9	3/16	4/20	5/11	6/8	7/13	8/10	9/14	10/12	11/9	12/14
Police Commission	6:00 PM	On An As Needed Basis											
Zoning Board of Appeals	7:00 PM	On An As Needed Basis											
Plan Commission	7:00 PM	On An As Needed Basis											

Note: Meetings that fall on a holiday will be rescheduled to an appropriate date.

Special Meetings are noticed at least 48 hours prior to the meeting.

Meeting Cancellations are posted at least 48 hours prior to the meeting.

VILLAGE OF GILBERTS, ILLINOIS
POLICE PENSION FUND

PUBLIC ACT 95-0950
MUNICIPAL COMPLIANCE REPORT

FOR THE FISCAL YEAR ENDED
APRIL 30, 2020



November 2, 2020

Members of the Pension Board of Trustees
Gilberts Police Pension Fund
Gilberts, Illinois

Enclosed please find a copy of your Municipal Compliance Report for the Gilberts Police Pension Fund for the fiscal year ended April 30, 2020. We have prepared the report with the most recent information available at our office. Should you have more current information, or notice any inaccuracies, we are prepared to make any necessary revisions and return them to you.

The President and Secretary of the Pension Fund are required to sign the report of page 3. If not already included with the enclosed report, please also include a copy of the Pension Fund's most recent investment policy.

The signed Public Act 95-0950 – Municipal Compliance Report must be provided to the municipality before the tax levy is filed on the last Tuesday in December. We are sending the report via email to promote an environmentally-friendly work atmosphere.

If you have any questions regarding this report, please contact us at auditreport@lauterbachamen.com.

Respectfully submitted,

Lauterbach & Amen, LLP

Lauterbach & Amen, LLP

**VILLAGE OF GILBERTS, ILLINOIS
POLICE PENSION FUND**

**Public Act 95-950 - Municipal Compliance Report
For the Fiscal Year Ending April 30, 2020**

The Pension Board certifies to the Board of Trustees of the Village of Gilberts, Illinois on the condition of the Pension Fund at the end of its most recently completed fiscal year the following information:

- 1) The total cash and investments, including accrued interest, of the fund at market value and the total net position of the Pension Fund:

	<u>Current Fiscal Year</u>	<u>Preceding Fiscal Year</u>
Total Cash and Investments (including accrued interest)	<u>\$3,830,272</u>	<u>\$2,994,012</u>
Total Net Position	<u>\$3,830,272</u>	<u>\$2,994,012</u>

- 2) The estimated receipts during the next succeeding fiscal year from deductions from the salaries of police officers and from other sources:

Estimated Receipts - Employee Contributions	<u>\$76,400</u>
Estimated Receipts - All Other Sources	
Investment Earnings	<u>\$191,500</u>
Municipal Contributions	<u>\$364,908</u>

- 3) The estimated amount required during the next succeeding fiscal year to (a) pay all pensions and other obligations provided in Article 3 of the Illinois Pension Code, and (b) to meet the annual requirements of the fund as provided in Sections 3-125 and 3-127:

(a) Pay all Pensions and Other Obligations	<u>\$33,100</u>
(b) Annual Requirement of the Fund as Determined by:	
Illinois Department of Insurance	<u>\$231,819</u>
Private Actuary - Lauterbach & Amen, LLP	
Recommended Municipal Contribution	<u>\$364,908</u>
Statutory Municipal Contribution	<u>\$342,941</u>

**VILLAGE OF GILBERTS, ILLINOIS
POLICE PENSION FUND**

**Public Act 95-950 - Municipal Compliance Report
For the Fiscal Year Ending April 30, 2020**

- 4) The total net income received from investment of assets along with the assumed investment return and actual investment return received by the fund during its most recently completed fiscal year compared to the total net income, assumed investment return, and actual investment return received during the preceding fiscal year:

	<u>Current Fiscal Year</u>	<u>Preceding Fiscal Year</u>
Net Income Received from Investment of Assets	<u>\$19,679</u>	<u>\$97,985</u>
Assumed Investment Return		
Illinois Department of Insurance	<u>5.75%</u>	<u>5.75%</u>
Private Actuary - Lauterbach & Amen, LLP	<u>5.00%</u>	<u>5.00%</u>
Actual Investment Return	<u>3.85%</u>	<u>3.66%</u>

- 5) The total number of active employees who are financially contributing to the fund:

Number of Active Members	<u>9</u>
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- 6) The total amount that was disbursed in benefits during the fiscal year, including the number of and total amount disbursed to (i) annuitants in receipt of a regular retirement pension, (ii) recipients being paid a disability pension, and (iii) survivors and children in receipt of benefits:

	<u>Number of</u>	<u>Total Amount Disbursed</u>
(i) Regular Retirement Pension	<u>0</u>	<u>\$0</u>
(ii) Disability Pension	<u>0</u>	<u>\$0</u>
(iii) Survivors and Child Benefits	<u>0</u>	<u>\$0</u>
Totals	<u>0</u>	<u>\$0</u>

**VILLAGE OF GILBERTS, ILLINOIS
POLICE PENSION FUND**

**Public Act 95-950 - Municipal Compliance Report
For the Fiscal Year Ending April 30, 2020**

7) The funded ratio of the fund:

	<u>Current Fiscal Year</u>	<u>Preceding Fiscal Year</u>
Illinois Department of Insurance	<u>81.14%</u>	<u>73.31%</u>
Private Actuary - Lauterbach & Amen, LLP	<u>62.13%</u>	<u>54.15%</u>

8) The unfunded liability carried by the fund, along with an actuarial explanation of the unfunded liability:

Unfunded Liability:

Illinois Department of Insurance	<u>\$732,807</u>
Private Actuary - Lauterbach & Amen, LLP	<u>\$1,915,497</u>

The accrued liability is the actuarial present value of the portion of the projected benefits that has been accrued as of the valuation date based upon the actuarial valuation method and the actuarial assumptions employed in the valuation. The unfunded accrued liability is the excess of the accrued liability over the actuarial value of assets.

9) The investment policy of the Pension Board under the statutory investment restrictions imposed on the fund.

Investment Policy - See Attached.

Please see Notes Page attached.

CERTIFICATION OF MUNICIPAL POLICE
PENSION FUND COMPLIANCE REPORT

The Board of Trustees of the Pension Fund, based upon information and belief, and to the best of our knowledge, hereby certify pursuant to §3-143 of the Illinois Pension Code 40 ILCS 5/3-143, that the preceding report is true and accurate.

Adopted this _____ day of _____, 2020

President _____ Date _____

Secretary _____ Date _____

**VILLAGE OF GILBERTS, ILLINOIS
POLICE PENSION FUND**

**Public Act 95-950 - Municipal Compliance Report
For the Fiscal Year Ending April 30, 2020**

INDEX OF ASSUMPTIONS

- 1) Total Cash and Investments - as Reported at Market Value in the Audited Financial Statements for the Years Ended April 30, 2020 and 2019.

Total Net Position - as Reported in the Audited Financial Statements for the Years Ended April 30, 2020 and 2019.

- 2) Estimated Receipts - Employee Contributions for Current Year's Service as Reported in the Illinois Department of Insurance Annual Statement for April 30, 2020 plus 3.5% Increase (Actuarial Salary Increase Assumption) Rounded to the Nearest \$100.

Estimated Receipts - All Other Sources:

Investment Earnings - Cash and Investments as Reported in the Audited Financial Statements for the Year Ended April 30, 2020, times 5% (Actuarial Investment Return Assumption) Rounded to the Nearest \$100.

Municipal Contributions - Recommended Tax Levy Requirement as Reported by Lauterbach & Amen, LLP, Actuarial Valuation for the Year Ended April 30, 2019.

- 3) (a) Pay all Pensions and Other Obligations - Total Non-Investment Deductions as Reported in the Audited Financial Statements for the Year Ended April 30, 2020, plus a 25% Increase, Rounded to the Nearest \$100.

(b) Annual Requirement of the Fund as Determined by:

Illinois Department of Insurance - Suggested Amount of Tax Levy as Reported in the April 30, 2019 Actuarial Valuation.

Private Actuary - Lauterbach & Amen, LLP

Recommended Amount of Tax Levy as Reported by Lauterbach & Amen, LLP in the April 30, 2019 Actuarial Valuation.

Statutorily Required Amount of Tax Levy as Reported by Lauterbach & Amen, LLP in the April 30, 2019 Actuarial Valuation.

**VILLAGE OF GILBERTS, ILLINOIS
POLICE PENSION FUND**

**Public Act 95-950 - Municipal Compliance Report
For the Fiscal Year Ending April 30, 2020**

INDEX OF ASSUMPTIONS - Continued

- 4) Net Income Received from Investment of Assets - Investment Income (Loss) net of Investment Expense, as Reported in the Audited Financial Statements for the Years Ended April 30, 2020 and 2019.

Assumed Investment Return:

Illinois Department of Insurance - Current and Preceding Fiscal Year Interest Rate Assumption as Reported in the April 30, 2019 and 2018 Actuarial Valuations.

Private Actuary - Current and Preceding Fiscal Year Interest Rate Assumption as Reported in the Lauterbach & Amen, LLP, April 30, 2019 and 2018 Actuarial Valuations.

Actual Investment Return - Money Weighted Rate of Return under GASB Pronouncements 67 and 68, as Reported in the Audited Financial Statements for the Fiscal Years Ended April 30, 2020 and 2019.

- 5) Number of Active Members - Illinois Department of Insurance Annual Statement for April 30, 2020 - Schedule P.
- 6) (i) Regular Retirement Pension - Illinois Department of Insurance Annual Statement for April 30, 2020 - Schedule P for Number of Participants and Expense page 1 for Total Amount Disbursed.
- (ii) Disability Pension - Same as above.
- (iii) Survivors and Child Benefits - Same as above.

**VILLAGE OF GILBERTS, ILLINOIS
POLICE PENSION FUND**

**Public Act 95-950 - Municipal Compliance Report
For the Fiscal Year Ending April 30, 2020**

INDEX OF ASSUMPTIONS - Continued

7) The funded ratio of the fund:

Illinois Department of Insurance - Current and Preceding Fiscal Year Actuarial Value of Assets as a percentage of Accrued Liability as Reported in the April 30, 2019 and 2018 Actuarial Valuations.

Private Actuary - Current and Preceding Fiscal Year Actuarial Value of Assets as a percentage of Accrued Liability as Reported in the Lauterbach & Amen, LLP, April 30, 2019 and 2018 Actuarial Valuations.

8) Unfunded Liability:

Illinois Department of Insurance - Deferred Asset (Unfunded Accrued Liability) as Reported in the April 30, 2019 Actuarial Valuation.

Private Actuary - Deferred Asset (Unfunded Accrued Liability) as Reported by Lauterbach & Amen, LLP in the April 30, 2019 Actuarial Valuation.

Gilberts Police Pension Fund

Investment Policy Statement

Dated February 2018

INVESTMENT POLICY STATEMENT

SCOPE OF THIS INVESTMENT POLICY

This statement of investment policy reflects the investment policy, objectives and constraints of the **Gilberts Police Pension Fund**.

PURPOSE OF THIS INVESTMENT POLICY STATEMENT

This statement of investment policy is set forth by the Board of Trustees of the **Gilberts Police Pension Fund** in order to:

1. Define and assign the responsibilities of involved parties.
2. Establish a clear understanding for all involved parties of the investment goals and objectives for Fund assets.
3. Offer guidelines and limitations to all Investment Managers regarding the investment of Fund assets.
4. Establish a basis for evaluating investment results.
5. Establish the relevant investment horizon for which Fund assets will be managed.

In general, the purpose of this statement is to outline a philosophy and attitude, which will guide the investment management of the assets toward the desired results. It is intended to be sufficiently specific to be meaningful, yet flexible enough to be practical.

DELEGATION OF AUTHORITY

The Board of Trustees of the **Gilberts Police Pension Fund** is a fiduciary, and is responsible for directing and monitoring the investment management of Fund assets. As such, the Board of Trustees is authorized to delegate certain responsibilities to professional experts in various fields. These include, but are not limited to:

1. Investment Management Consultant. The consultant may assist the Board of Trustees in: establishing investment policy, objectives and guidelines; selecting investment managers, reviewing such managers over time; measuring and evaluating investment performance; and other tasks as deemed appropriate.
2. Investment Manager. The investment manager has discretion to purchase, sell or hold the specific securities that will be used to meet the Fund's investment objectives within the parameters listed in this investment policy statement. Any transactions that would violate the authority given to the investment manager in the investment policy statement would only be allowed with the written consent of the Board of Trustees of the Gilberts Police Pension Fund.
3. Additional specialists such as attorneys, auditors, actuaries and others may be employed by the Board of Trustees to assist in meeting its responsibilities and obligations to administer Fund assets prudently.

GENERAL INVESTMENT PRINCIPLES

1. The Fund shall be invested with the care, skill, prudence and diligence under the circumstances then prevailing that a prudent man acting in like capacity and familiar with such matters would use in the investment of a fund of like character and with like aims.
2. Investment of the Fund shall be so diversified as to minimize the risk of large losses, unless under the circumstances it is clearly prudent to do so.
3. The Board of Trustees may employ one or more investment managers of varying styles and philosophies to attain the Fund's objectives.
4. Cash is to be employed productively at all times, by investment in short term cash equivalents to provide safety, liquidity and return.

INVESTMENT MANAGEMENT POLICY

1. Preservation of Capital – consistent with their respective investment styles and philosophies, investment managers should make reasonable efforts to preserve capital, understanding that losses may occur in individual securities.
2. Risk Aversion – Understanding that risk is present in all types of securities and investment styles, the Board of Trustees recognizes that some risk is necessary to produce long-term investment results that are sufficient to meet the Fund's objectives. However, the investment managers are to make reasonable efforts to control risk, and will be evaluated regularly to ensure that the risk assumed is commensurate with the given investment style and objectives.
3. Adherence to Investment Discipline – Investment managers are expected to adhere to the investment management styles for which they were hired. Managers will be evaluated regularly for adherence to investment discipline.

INVESTMENT OBJECTIVES

In order to meet its needs, the investment strategy of the **Gilberts Police Pension Fund** is to emphasize total return; that is, the aggregate return from capital appreciation and dividend and interest income.

Specifically, the primary objective in the investment management for the Fund assets shall be:

Preservation of Capital – Primary emphasis on preservation of capital with the secondary focus on capital appreciation and income.

MARKETABILITY OF ASSETS

The Board of Trustees requires that all Fund assets be invested in liquid securities, defined as securities that can be transacted quickly and efficiently for the Fund, with minimal impact on market price.

INVESTMENT GUIDELINES

Stock Exchanges

To ensure marketability and liquidity, investment advisors will execute equity transactions through the following exchanges: New York Stock Exchange (NYSE), American Stock Exchange and NASDAQ over-the-counter market. In the event that an Investment Manager determines that there is a benefit or a need to execute transactions in exchanges other than those listed in this statement, written approval is required from the Board of Trustees.

Prohibited Assets

Prohibited investments include, but are not limited to the following:

1. Commodities and Futures Contracts
2. Derivatives
3. Private Placements
4. Options
5. Limited Partnerships
6. Venture-Capital Investments
7. Real Estate Properties

Prohibited Transactions

Prohibited transactions include, but are not limited to the following:

1. Short Selling
2. Margin Transactions

Asset Allocation Guidelines

Investment management of the assets of the **Gilberts Police Pension Fund** shall be in accordance with 40 ILCS 5/1-113.3.

<u>Asset Class</u>	<u>Target</u>
EQUITY	35-45%
FIXED	50-60%
CASH	5%

The Board of Trustees will evaluate possible rebalancing of the portfolio at least annually.

INVESTMENT SELECTION

The Pension Fund may invest in any type of security allowed for in Illinois statutes pursuant to the Public Act 90-507 and Police Pension Statutes 40 ILCS 5/1-113.2, 1-113.3 and 40 ILCS 5/3-135. Approved Investments include:

- 1) Interest bearing direct obligations of the United States of America.
- 2) Interest bearing obligations to the extent that they are fully guaranteed or insured as to payment of principal and interest by the United States of America.
- 3) Interest bearing bonds, notes, debentures or other similar obligations of the United States of America. For the purposes of this section, "agencies of the United States of

America” include: (i) the Federal National Mortgage Association and the Student Loan Marketing Associations; (ii) federal land banks, federal intermediate credit banks, federal farm credit banks, and any other entity authorized to issue direct debt obligations of the United States of America under the Farm Credit Act of 1971 or amendments to the Act; (iii) federal home loan banks and the Federal Home Loan Mortgage Corporation; (iv) any agency created by Act of Congress that is authorized to issue direct obligations of the United States of America.

- 4) Interest bearing savings accounts or certificates of deposit, issued by federally chartered banks or savings and loan associations, to the extent that the deposits are insured by agencies or instrumentalities of the federal government.
- 5) Interest bearing savings accounts or certificates of deposit, issued by State of Illinois chartered banks or savings and loan associations, to the extent that the deposits are insured by agencies or instrumentalities of the federal government.
- 6) Investments in credit unions, to the extent that the investments are insured by agencies or instrumentalities of the federal government.
- 7) Interest bearing bonds of the State of Illinois.
- 8) Pooled interest bearing accounts managed by the Illinois Public Treasurer’s Investment Pool in accordance with the Deposit of State Moneys Act and interest bearing funds or pooled accounts managed, operated and administered by banks, subsidiaries of banks, or subsidiaries of bank holding companies in accordance with the laws of the State of Illinois.
- 9) Interest bearing bonds or tax anticipation warrants of any county, township or municipal corporation of the laws of the State of Illinois.
- 10) Direct Obligations of the State of Israel, subject to the condition and limitations of item (5.1) of section 1-113.
- 11) Money market mutual funds managed by investment companies that are registered under the federal Investment Company Act of 1940 and the Illinois Securities Law of 1953 and are diversified, open ended management investment companies; provided that the portfolio of the money market mutual fund is limited to the following: (i) bonds, notes, certificates of indebtedness, treasury bills, or other securities that are guaranteed by the full faith and credit of the United States of America as to principal and interest; (ii) bonds, notes, debentures or other similar obligations of the United States of America or its agencies; and (iii) short term obligations of corporations organized in the United States with assets exceeding \$400,000,000.00, provided that (A) the obligations mature no later than 180 days from the date of purchase, (B) at the time of purchase, the obligations are rated at least 2 standard national rating services at one of their highest classifications, and (C) the obligations held by the mutual fund do not exceed 10% of the corporation’s outstanding obligations.
- 12) General accounts of life insurance companies authorized to transact business in Illinois.
- 13) Any combination of the following, not to exceed 10% of the pension fund’s net assets:
 - (i) separate accounts that are managed by life insurance companies authorized to transact business in Illinois and are comprised of diversified portfolios consisting of common or preferred stocks, bonds or money market instruments; (ii) separate accounts that are managed by insurance companies authorized to transact business in Illinois, and are comprised of real estate or loans upon real estate secured by first or second mortgages; and (iii) mutual funds that meet the following requirements: (A) the mutual fund is managed by an investment company as defined and registered under the Federal Investment Company Act of 1940 and registered under the Illinois Securities Law of 1953; (B) the mutual fund has been in operation for at least 5 years; (C) the mutual fund has total net assets of \$250 million or more; and (D) the mutual fund is comprised of diversified portfolios of common and preferred stocks, bonds or money market instruments. (Source: P.A. 90-507, eff. 8-22-97; 91-877, eff. 7-6-00.)

SELECTION OF INVESTMENT MANAGERS

The Board of Trustees' selection of Investment Manager(s) must be based on prudent due diligence procedures. A qualifying investment manager must be a registered investment advisor under the Investment Advisors Act of 1940 or a bank or insurance company.

INVESTMENT MANAGER PERFORMANCE REVIEW & EVALUATION

Performance reports generated by the Investment Consultant shall be compiled at least quarterly and communicated to the Board of Trustees for review. The investment performance of total portfolios, as well as asset class components, will be measured against commonly accepted performance benchmarks. The Board of Trustees intends to evaluate the portfolios over at least a three to five year period, but reserves the right to terminate a manager for any reason including the following:

1. Investment performance, which is significantly less than anticipated given the discipline employed and the risk parameters established or unacceptable justification of poor results.
2. Failure to adhere to any aspect of this statement of investment policy, including communication and reporting requirements.
3. Significant qualitative changes to the investment management organization.

Investment managers shall be reviewed regularly regarding performance, personnel, strategy, research capabilities, organizational and business matters, and other qualitative factors that may impact their ability to achieve the desired investment results.

INVESTMENT POLICY REVIEW

To assure continued relevance of the guidelines, objectives, financial status and capital market expectations as established in this statement of investment policy, the Board of Trustees plans to review the investment policy annually at the regular August meeting.

This statement of investment policy is adopted on 14 February 2018 by the Board of Trustees of the **Gilberts Police Pension Fund** whose names appear below:

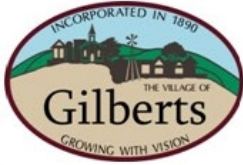
President

Vice President

Secretary

Assistant Secretary

Trustee



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: November 10, 2020 Special Village Board Meeting
Re: Item 5.A: Resolution Authorizing the Purchase of New Cubicles for the Police Department from Rieke Office Interiors in an Amount Not-to-Exceed \$14,866.

As you may recall, the FY2021 Capital Projects Memo (June 16, 2020), contemplated \$10,000 for new office cubicle dividers at the Police Department. The existing dividers are covered in a cloth fabric material and are exhibiting signs of significant wear. With the ongoing pandemic and evolving science on the transmission methods, Village staff explored options for the replacement of dividers that have easy to clean surfaces as opposed to fabric and would help create barriers to potential spread. Additionally, subsequent to the approval of this capital project, the Village has also been approved for CARES Act funding from the Coronavirus Relief Fund of which this project was submitted and approved for funding with CARES Act dollars. Therefore, the Village may use a portion of its allocation toward this project.

The Police Department solicited multiple quotes and received two responses: (1) Rieke Office Interiors and (2) Staples. Only Rieke Office Interiors (ROI) offered the solid (no fabric) wall option. Given the better durability of solid surfaces and ease of maintenance, particularly cleaning and sanitizing, the Police Department wishes to pursue the acquisition of the dividers through ROI in an amount not to exceed \$14,866. The dividers will be accompanied by new task chairs and include power and appropriate computer mounts at each work station. The Village has previously worked with ROI on other office interior purchases and has found their product and workmanship to be good.

If you have any questions or concerns, please do not hesitate to contact Chief Joswick or me.

ROI

RIEKE OFFICE INTERIORS

2000 FOX LANE - ELGIN - ILLINOIS - 60123
847-622-9711 www.rieki.com

QUOTATION

TO:

GILBERTS POLICE DEP'T
86 RAILROAD DR.
GILBERTS, IL 60136
(847)428-2954

SHIP TO:

GILBERTS POLICE DEP'T
86 RAILROAD DR.
GILBERTS, IL 60136
(847)428-2954

ATTN: TRICIA 847-428-2954

ATTN: FAX 847-428-2955

Quote No.	Date	Cust No	S/M	Yqur Referenced Inquiry	Delivery Promise	F.O.B.	Expiration
0061366	7/6/2020	GIL002	TH1			OUR DOCK	
Item	Quantity	UM	Part	Description	Price \$	Extension \$	
001	3.00	EA	MWORKSTATION	3 NEW WORKSTATIONS AS PER DRAWING ROI CATAPULT SERIES	3,125.00	9,375.00	
002	3.00	EA	ELECTRICAL	ELECTRICAL FOR STATIONS NATIONAL CODE 15 AMP INCLUDES WIRE MANAGEMENT AS PER CUTSHEET ROI DOES NOT SUPPLY LOW VOLTAGE	210.00	630.00	
003	3.00	EA	NMISC	CPU HOLDER	102.00	306.00	
004	3.00	EA	NMISC	KEYBOARD TRAY	255.00	765.00	
005	3.00	EA	NCSIT-FOCUS	ROI TASK CHAIR FOCUS SERIES HEAVY DUTY	575.00	1,725.00	
006	1.00	EA	LABOR	LABOR CHARGES TEAR DOWN AND DISPOSE OF 3 EXISTING WORKSTATIONS. NON-UNION LABOR DURNING NORMAL BUSINESS HOURS MONDAY - FRIDAY, 7AM-4PM WITH USE OF ELEVATOR, DOCK, AND ELECTRCITY DOES NOT INCLUDE CHARGE FOR DUMPSTER, IF ONE IS REQUIRED	750.00	750.00	
007	1.00	EA	INSTALLATION	DELIVERY & INSTALLATION NON-UNION LABOR DURING NORMAL	1,315.00	1,315.00	

ROI MAKES EVERY EFFORT TO MAINTAIN CORRECT PRICING. HOWEVER, DUE TO THE EVER-CHANGING TARIFFS, PRICING ON NEW PRODUCT MAY CHANGE BETWEEN THE INITIAL QUOTE AND ORDER PLACEMENT.

LEASIING OPTIONS AVAILABLE, ASK FOR ACCOUNT REP FOR MORE INFORMATION

ROI

RIEKE OFFICE INTERIORS

2000 FOX LANE - ELGIN - ILLINOIS - 60123
847-622-9711 www.rieki.com

QUOTATION

TO:

GILBERTS POLICE DEP'T
86 RAILROAD DR.
GILBERTS, IL 60136
(847)428-2954

SHIP TO:

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ATTN: TRICIA 847-428-2954

ATTN: FAX 847-428-2955

Quote No.	Date	Cust No	S/M	Your Referenced Inquiry	Delivery Promise	F.O.B.	Expiration
0061366	7/6/2020	GIL002	TH1			OUR DOCK	
Item	Quantity	UM	Part	Description	Price \$	Extension \$	
				BUSINESS HOURS MONDAY - FRIDAY 7:00 AM - 4:00 PM WITH USE OF ELEVATOR, DOCK AND ELECTRICITY DOES NOT INCLUDE CHARGE FOR DUMPSTER, IF ONE IS REQUIRED			
				Total for Quote \$		14,866.00	

ROI MAKES EVERY EFFORT TO MAINTAIN CORRECT PRICING. HOWEVER, DUE TO THE EVER-CHANGING TARIFFS, PRICING ON NEW PRODUCT MAY CHANGE BETWEEN THE INITIAL QUOTE AND ORDER PLACEMENT.

LEASING OPTIONS AVAILABLE, ASK FOR ACCOUNT REP FOR MORE INFORMATION



RIEKE OFFICE INTERIORS

Terms & Conditions Agreement

COMPANY: GILBERTS POLICE DEPARTMENT

QUOTE: 61366

DATE: 07/06/2020

TOTAL AMOUNT OF QUOTE: \$14,866.00

The following conditions must be satisfied prior to order processing or scheduling the project installation:

- **A 50% down payment is required at the time of signing.**
NOTE: ALL ORDERS UNDER \$5,000.00 MUST BE PAID IN FULL PRIOR TO ORDER PROCESSING.
- The official installation date cannot be confirmed until all project revisions are finalized and signed off on.
- Signed/Dated **Quote** and **Terms & Conditions** documents.
- Any approved custom drawings **including signatures on each page.**
- Final color and finish selections.
- Final measurements are from drywall. The official installation date is established once final field measurements are completed. Installation is a **minimum 4 weeks** from date of final field measurement.
- Rieke Office Interiors is not responsible for irregularities, or abnormalities, in structural attributes that prevent symmetrical installation of our products. Changes, repairs or adjustments may result in new charges and are the sole responsibility of the client.

FULL PAYMENT OF OUTSTANDING BALANCE DUE ON DAY OF PROJECT INSTALLATION.

Payment arrangements to be made with your Account Manager, or ROI Accounts Receivable, in advance of installation completion.

*30 day past due balances are subject to a 1.5% monthly finance charge.

Any items that require correction will be promptly addressed under the terms of:

Rieke Office Interiors Product Warranty

(All ROI-manufactured product installed by our installers carries a lifetime warranty, exclusive of normal wear and tear).

Further Terms and Conditions

1. All client changes to agreed delivery and installation dates which occur 48 hours after the project appointment confirmation will result in **extra** delivery & installation charges. **Final payment remains due on the original project installation date.**
2. **All scheduling changes must be made a minimum of 48 hours in advance of scheduled delivery time.** An email reminder is sent approximately one week prior to the project installation appointment. **If client is not READY (for any reason), product delivery and installation charges will be substantially increased to reimburse all ROI labor and delivery costs incurred.**
3. All costs (labor & material) incurred due to cancellation of client order(s) are billable and solely the client's responsibility.
4. Unless otherwise stated, price is based on (1) one complete one-time installation -- phasing will involve additional charges.
5. Pricing is based on non-union installation performed during non-overtime hours (Monday-Friday 7:00 a.m.- 4:00 p.m.), with free use of lifts and elevators. **If an elevator is not available at the time of the scheduled installation, delivery may be postponed and additional delivery and installation charges WILL be charged to the client (see #1).**
6. All custom-order product manufactured/purchased according to client's project specifications is NON-RETURNABLE.
7. All electrical to be handled by a Certified Electrician. All connections must be complete and work area free from any trade activity.
8. Unloading and installation areas must be clean and clear.
9. All work requested of ROI installers (other than stated in client quote) will be quoted and charged separately.
10. A *Certificate of Insurance is available upon request* for coverage of product delivery and installation. When riders or additional coverages are required, all charges are a client responsibility.
11. All permits required are a client responsibility.
12. A Sale changed to a Lease **after** the order is placed will result in a \$100.00 processing fee.

*Photo Release

I hereby irrevocably authorize Rieke Office Interiors to copyright, publish, reproduce, exhibit, transmit, broadcast, televise, digitize, display, otherwise use, and permit others to use all images of purchased office furnishings, logos, and design components, in any manner, form, or format, whatsoever now or hereinafter created, including on the internet, and for any purpose, including, but not limited to, advertising or promotion of Rieke Office Interior products and services, without further consent from or payment to me.

APPROVE: _____ DISAPPROVE: _____

Accepted by Client: _____ Date: _____
(Signature indicates you are an authorized Company representative)

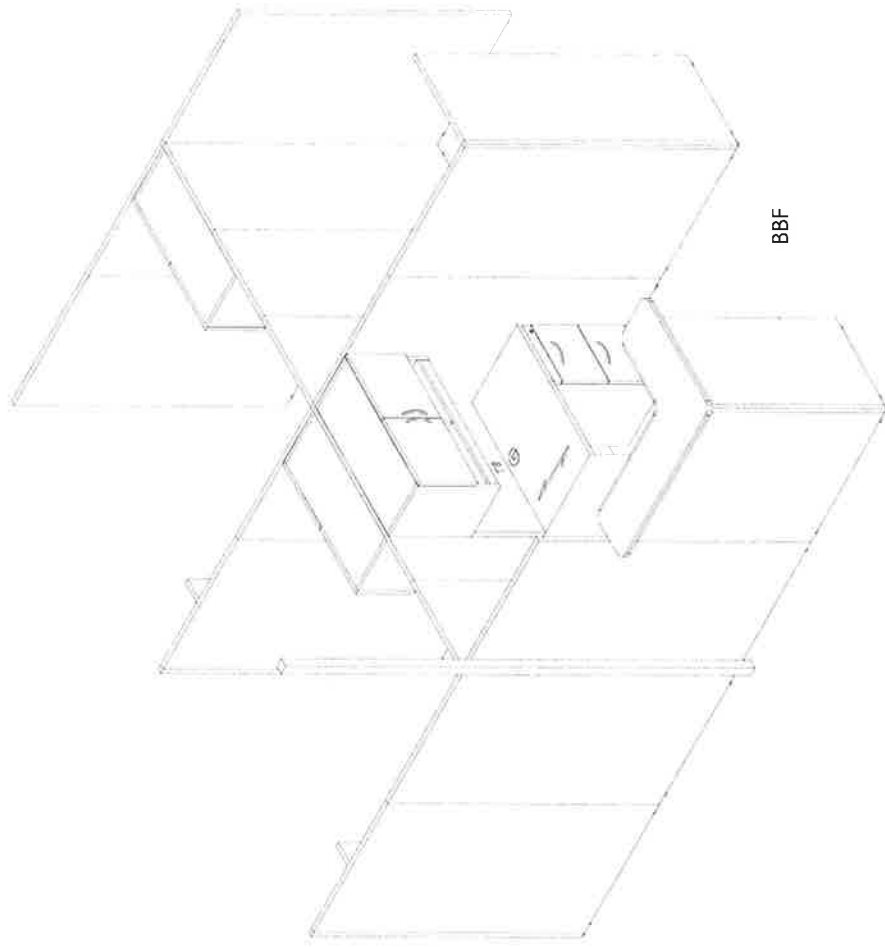
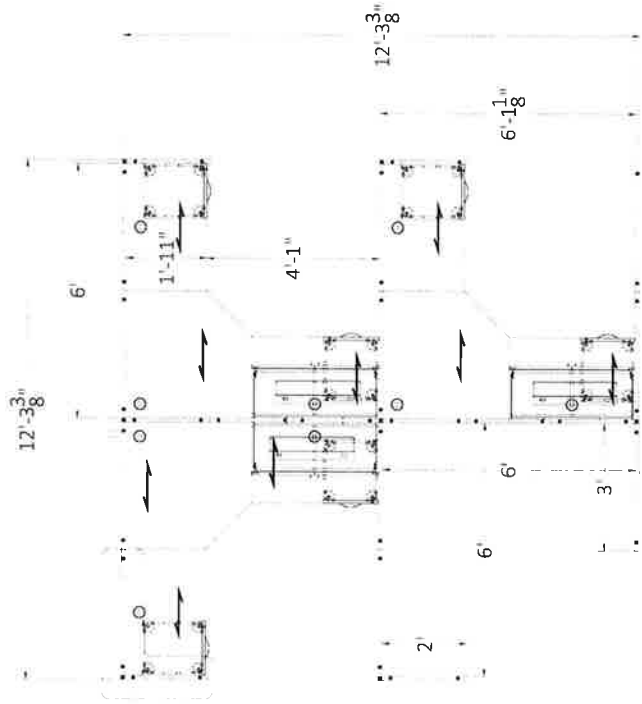
Please Print Name: _____

This signed "Terms & Conditions" indicates acceptance of the above-referenced quote and ALL terms & conditions as written.



GILBERTS POLICE DEPARTMENT

WORKSTATION PANELS ONLY



PLAN VIEW

CATAPULT SERIES

66 1/2" H & 48" H PANELS:

SURFACES: _____

T-TOP: _____

EDGE: VINYL TO MATCH

BOX/BOX/FILE & FILE/FILE: _____

HANDLES: _____

36" W OVERHEAD W/ PAPERFLOW & TASKLIGHT: _____

17 1/4" TACKBOARD: _____

CLIENT SIGNATURE: _____

X _____

3D VIEW

07/06/2020

RIEKE OFFICE INTERIORS | 2019 - OCTOBER - GILBERTS POLICE DEPARTMENT

esi | work gear



CPU-01

simple cpu holder

CPU-01

simple cpu holder

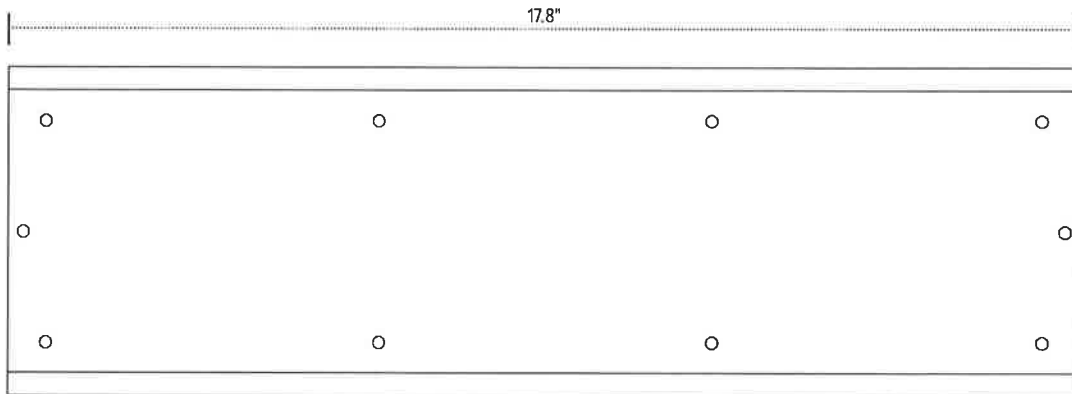


Product Specs

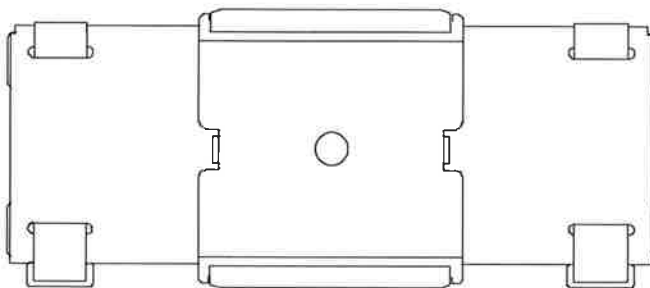
- 125 lbs. load capacity
- 360° swivel
- 17.8" glide track
- 12.5" min. CPU depth
- 8.0" max. CPU width
- 24.0" max. CPU height
- 60.0" adjustable straps
- Nylon security bands
- Warranty: 15 yrs.



Track aerial view



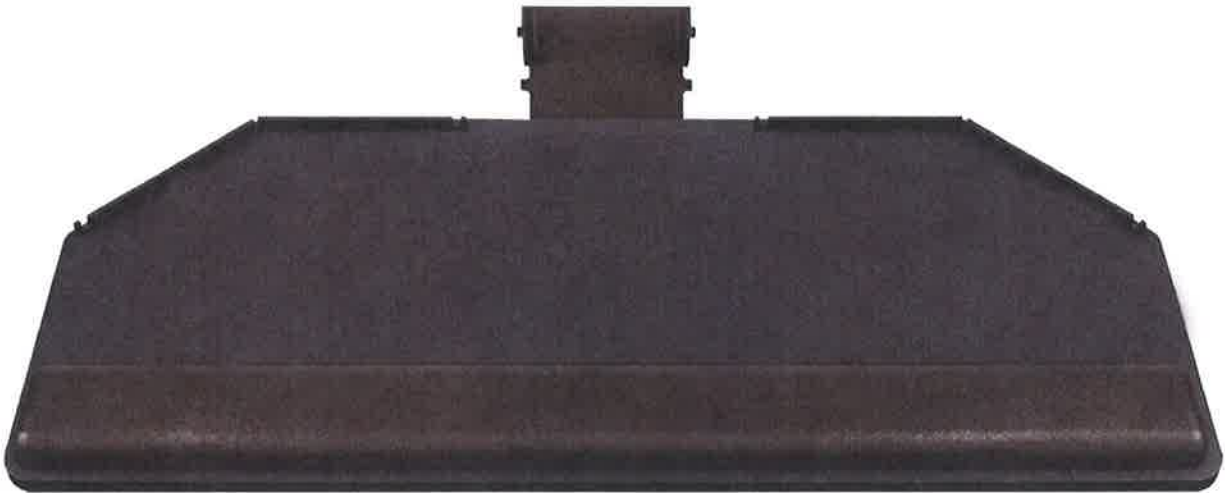
Glide aerial view



esi

800.833.3746
esiergo.com

esi



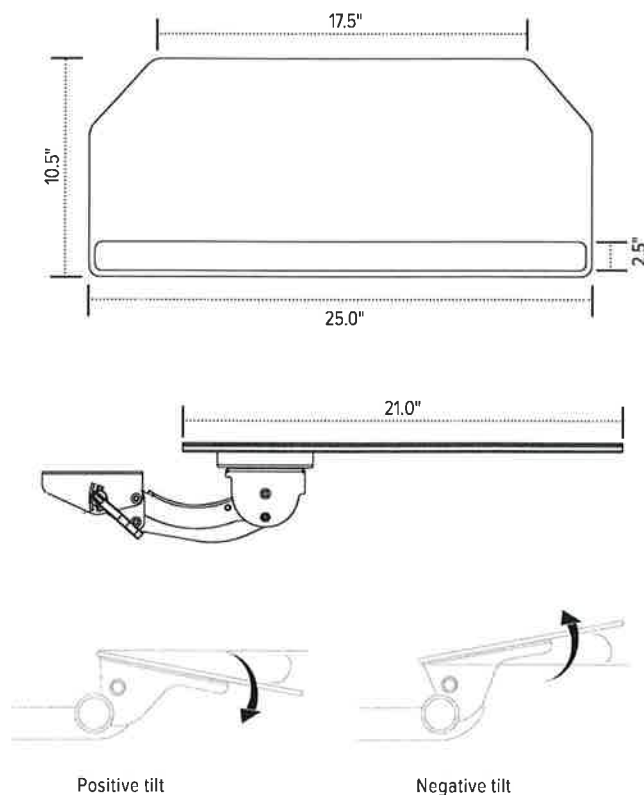
Solution 2CC

Keyboard platform combo

Solution 2CC

Keyboard platform combo

esi



Product specs

- Recommended for diagonal corner worksurfaces
- PL003CC-25 keyboard platform*
 - Includes: gel palm rests, mouse pad, mouse guards, cord management clips
 - Made from black 0.3" thin phenolic (*except R-series)
- 25.0" cut corner keyboard platform
- Accommodates left or right handed users
- AA360 articulating arm
- Lift-and-lock height adjustment
- 21.0" glide track
- 21.0" clearance required for full retraction
- $\pm 15^\circ$ tilt adjustment
- 7.0" height adjustment range
 - 2.5" above track | 4.5" below track
- 360° glide track rotation
- Positions flush with worksurface
- Warranty: 15 yr. (articulating arm/platform)
2 yr. (palm rest/mouse pad)



*Available in R-Series as a cut corner platform only. Contact the Customer Service Department for more details. R-Series Platforms are composed of 100% post-consumer materials, making them completely recyclable. They are free of formaldehydes and carcinogens and emit no VOC's (Volatile Organic Compounds)

Model

SOLUTION2CC
SOLUTION 2CCR

FOCUS HEAVY DUTY

SitOnIt • Seating®

WHERE COMFORT, STYLE AND ERGONOMICS CONVERGE.



BACK STYLE:	Mesh
BACK SIZE:	Midback
MESH COLOR:	Black
SUPPORT COLOR:	Black
ADJUSTABLE LUMBAR:	Adjustable Lumbar
CAL 133:	No CAL 133
TEXTILE:	Grade 3
MECHANISM:	Enhanced Synchro with Seat Depth Adjustment
ARM STYLE:	Fully Multi-Adjustable (10-Way)
BASE MATERIAL:	Black Nylon, 26"
CASTERS:	Heavy Duty Hard Floor and Carpet Casters
PACKAGING:	Knocked Down

Textile Specifications



Manufacturer: SitOnIt
Pattern: Burst
Colorway: Quartz
Grade: 3

Images, lead times, textiles, frame colors, accessories and options depicted are for marketing purposes only. Price quotes are for a single unit and other discounts may apply. Your final price will be confirmed when an order is placed.

FOCUS HEAVY DUTY

Where comfort, style and ergonomics converge.

With sophisticated styling and a unique Y-shaped back frame, the Focus HD chair offers superior 24/7 comfort in a task environment.

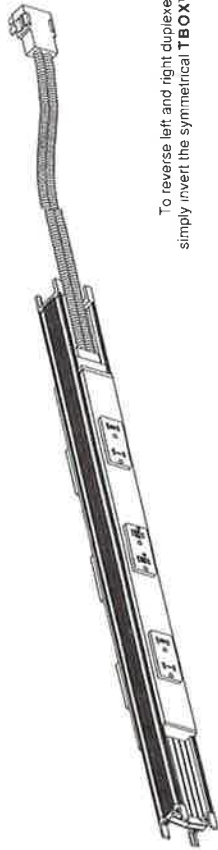


- Ergonomic back support and comfort
- Midback or highback
- 3 bleach cleanable mesh colors
- Super-comfortable seat
- Adjustable lumbar option
- 5 arm options
- Black or silver accents
- Waterfall seat
- 350 lb. weight capacity with heavy duty 24/7 option
- Limited 10 Year Warranty up to 350 lbs.

TRACK 8, TBOX™ 15 AMP

THE SIMPLE YET TECHNICALLY ADVANCED POWER PACKAGE

For Ceilings, Walls, Raised Floors, Desks, Panels, Computer Stations, Study Carrels, Systems Furniture, and Training Rooms.*

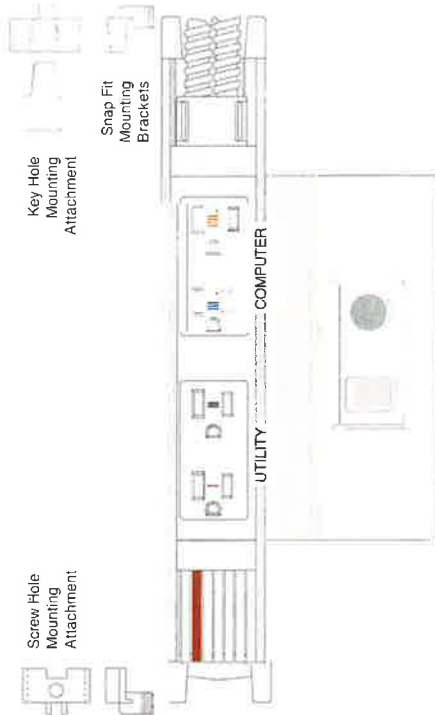


To reverse left and right duplexes simply invert the symmetrical TBOX™

MORE ACCESS TO POWER FROM TBOX™ IS SAFER AND COSTS LESS

Higher duplex density takes advantage of code provisions, allowing for more than thirteen duplexes per circuit. With TBOX™, extra duplexes are economically factory installed and eliminate demand for code-restricted plug strips. More outlets per unit in TBOX™ lowers overall cost by reducing the quantity of power packs needed. Even commoed lines of the building hook up, may later separate to add capacity, without purchasing additional components.

Field installed TBOX™, with fixed and standardized duplex locations; costs less, installs in less time, and provides more user access. With as few as two duplexes, each user may choose from four circuits. Users add and rearrange their loads, without calling for new duplexes. Just one connection to adjacent units, adds RELIABILITY, SIMPLICITY, and LOWER INSTALLATION COST.



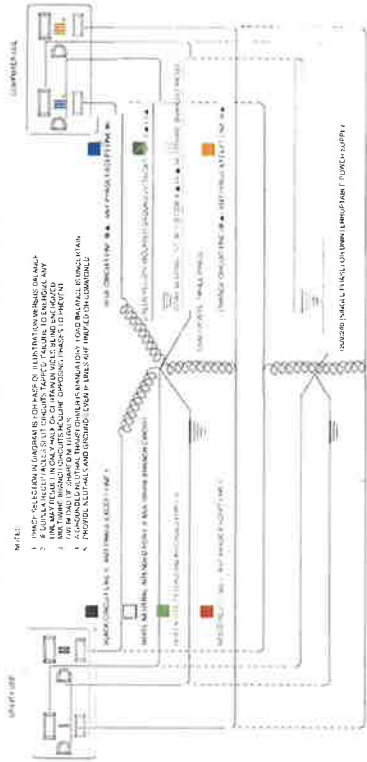
* Supplemental Covers may be required

† National Electric Code: More duplexes 220-1C Exception 1. Temporary use of extension cords, 409 811, 305 3(A)

HARMONICS AND BALANCE CONTROL WITH PATENTED TWO PLUS TWO IN TWO

Economical multiwire branch circuits are found at fault when three alternating phase lines harmonize and simultaneously dump peak power on their shared neutral. Certain office loads, combined in harmony, can place a maximum of 35 amperes (overload) on a shared neutral. TBOX™ limits phase lines to a maximum of two, consequently, the worst case neutral load is limited to 28 amperes. Code* will then accept smaller, more cost efficient 12 gauge wire, rated for 30 amperes. TBOX™ eliminates the need for more neutrals or larger more costly 10 gauge. Hence, the advantage of TWO UTILITY CIRCUITS, PLUS TWO COMPUTER, IN TWO DUPLEXES, for controlling neutral balance while improving user access.

DUPLEX WIRING TYPICAL OF 2+2 PLANNING



FULLY COMPATIBLE WITH VERSATILE TracPac® COMPONENTS

TBOX™ may be used interchangeably with TracPac®, All custom and special features of the parent system remain available.

UNIVERSAL POWER ENTRY KIT

As Straight

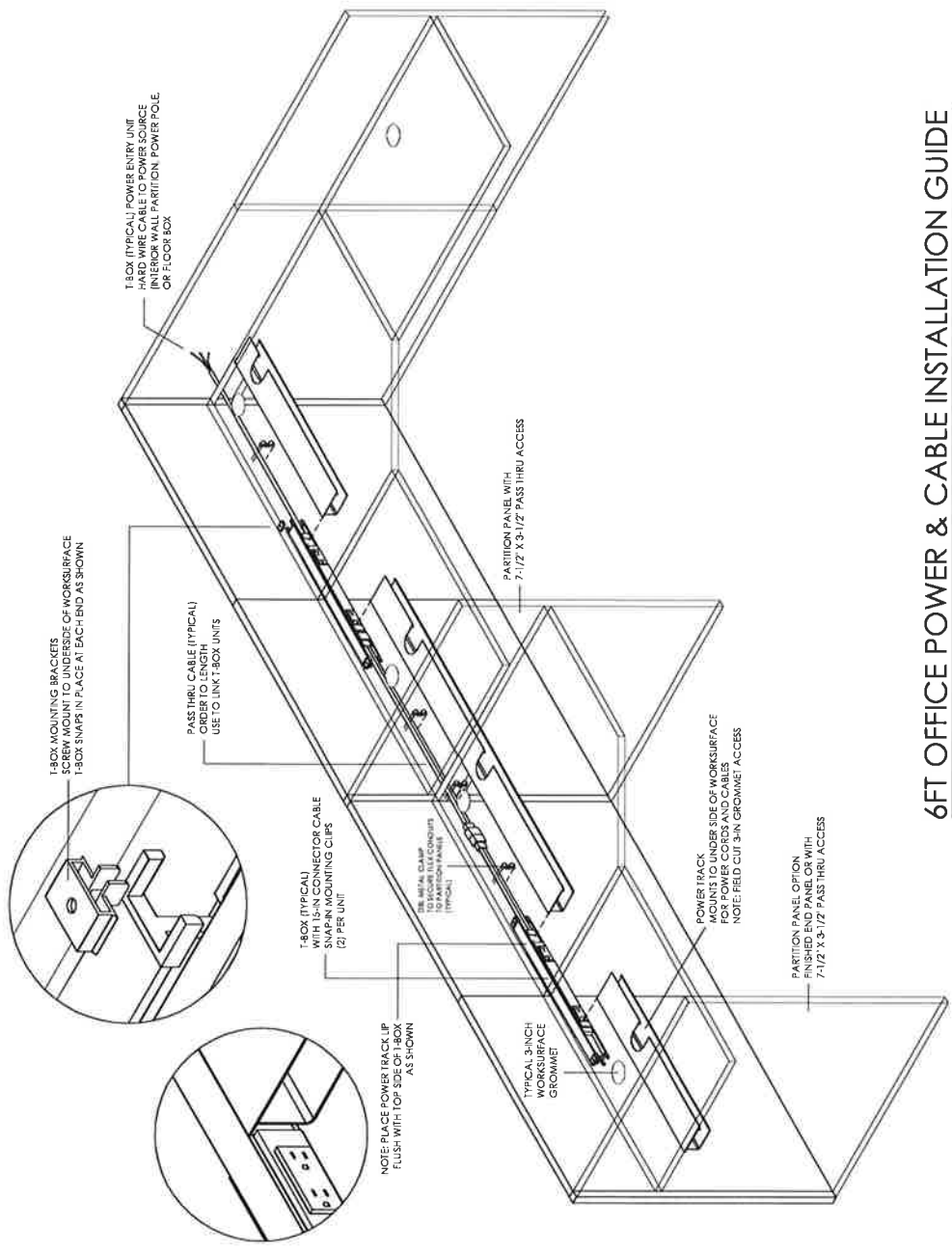
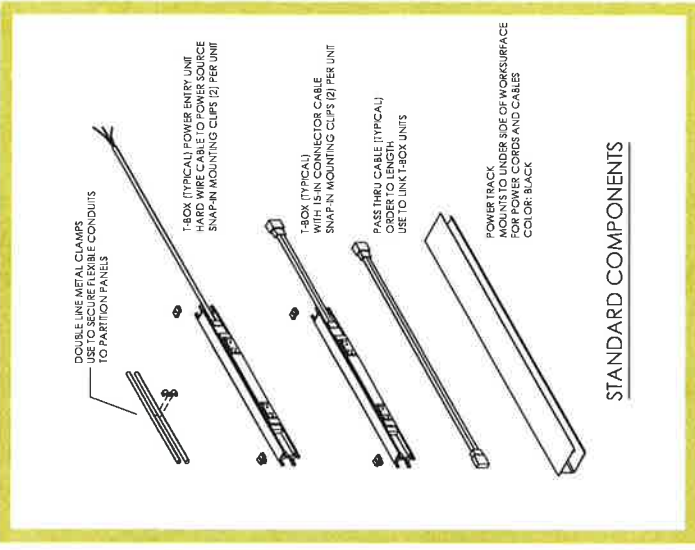
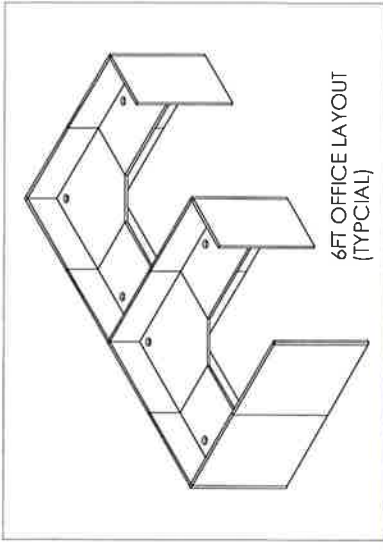
The Universal Power Entry Cable Kit mates the male connector from any TBOX™ Pass Through Cable, or Trac Pac 8

Many optional methods are available. Consult the TBOX™ installation guide.

PASS THROUGH

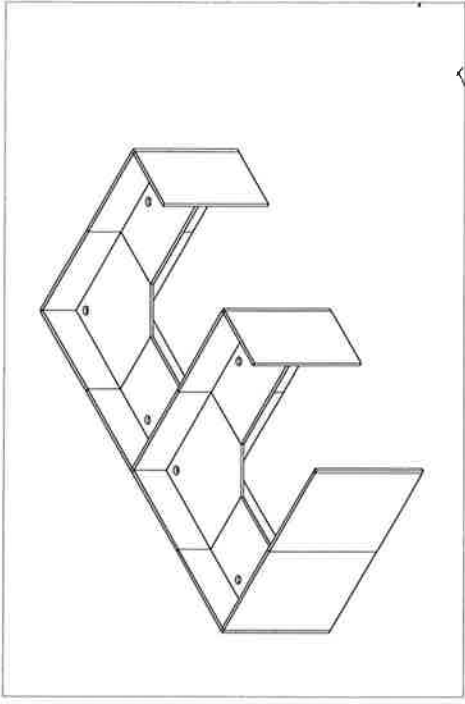
Economical Pass Through Cables may be substituted where duplexes are not required. These modular length cables may chain to each other, to TBOX™, and to Trac Pac 8.

* National Electric Code, 12 gauge is rated 30 amperes, Table 310-16, THHN
Patented 4,686,669; 4,825,540; 5,066,963

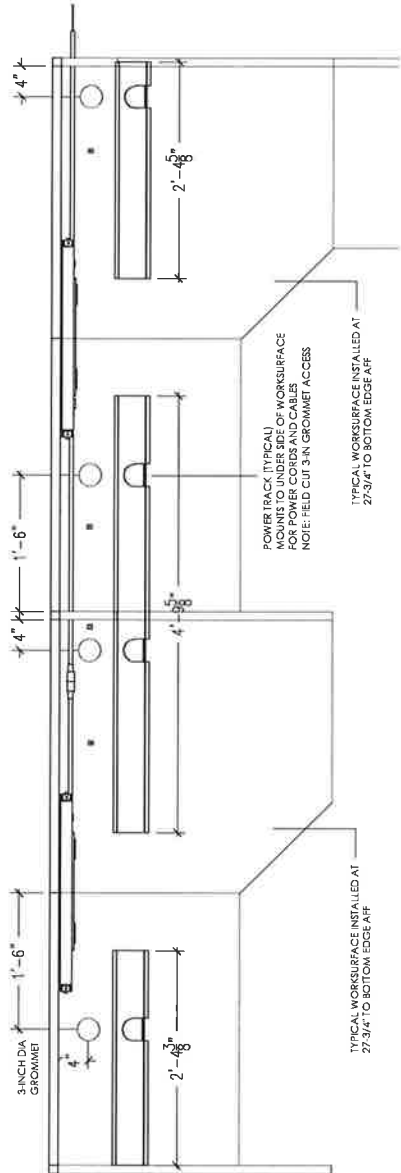


6FT OFFICE POWER & CABLE INSTALLATION GUIDE

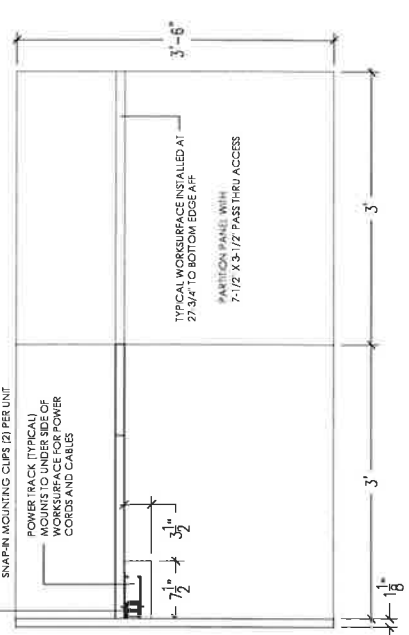




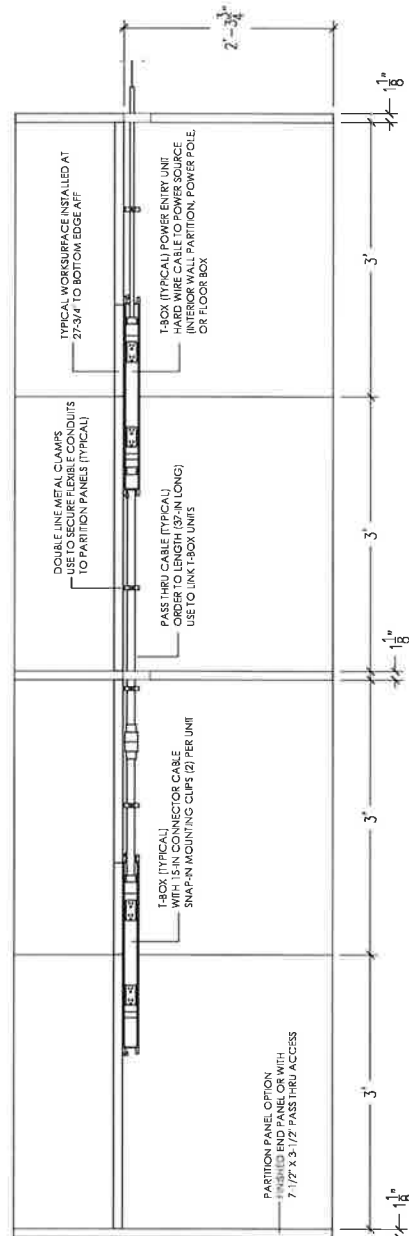
PERSPECTIVE VIEW - 6FT TYPICAL



TOP VIEW
SCALE: 3/4" = 1'



SIDE VIEW
SCALE: 3/4" = 1'



FRONT VIEW
SCALE: 3/4" = 1'



VILLAGE OF GILBERTS

RESOLUTION 29-2020

A RESOLUTION AUTHORIZING APPROVAL OF AGREEMENT WITH RIEKE OFFICE INTERIORS FOR THE PURCHASE AND INSTALLATION OF WORKSTATIONS AT THE POLICE DEPARTMENT IN AN AMOUNT NOT-TO-EXCEED \$14,866

WHEREAS, the Village of Gilberts (“Village”) has a Police Department with several employee workstations; and

WHEREAS, the workstations are in need of replacement; and

WHEREAS, funds were included in the FY2021 Budget for the purchase replacement workstations; and

WHEREAS, the Police Department obtained pricing through the Sourcewell joint-purchasing cooperative and an interior office workstation supplier;

THEREFORE, BE IT RESOLVED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF GILBERTS, ILLINOIS, as follows:

Section 1. Recitals. The recitals set forth above are hereby incorporated into and made a part of this Resolution as though set forth in this Section 1.

Section 2. Approval; Authorization. The Village Board of Trustees hereby authorizes the Village Administrator to execute agreements and other necessary documents with Rieke Office Interiors for the purchase and installation of replacement Police Department workstations in an amount not-to-exceed \$14,866.

Section 3. Effective Date. This Resolution shall be in full force and effect after its approval in the manner provided by law.

PASSED BY VOTE OF THE BOARD OF TRUSTEES of the Village of Gilberts, Kane County, Illinois, this ____ day of _____ 2020.

	<u>Ayes</u>	<u>Nays</u>	<u>Absent</u>	<u>Abstain</u>
Trustee Dan Corbett	_____	_____	_____	_____
Trustee Kurt Kojzarek	_____	_____	_____	_____
Trustee Nancy Farrell	_____	_____	_____	_____
Trustee Jeanne Allen	_____	_____	_____	_____

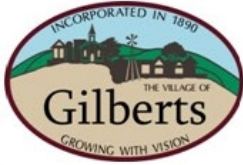
Trustee Lou Hacker	_____	_____	_____	_____
Trustee Guy Zambetti	_____	_____	_____	_____
President Rick Zirk	_____	_____	_____	_____

APPROVED THIS _____ DAY OF _____, 2020

Village President, Rick Zirk

(SEAL)

ATTEST: _____
Courtney Baker, Village Clerk



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: November 10, 2020 Special Village Board Meeting
Re: Item 5.B: Approval of an At-Risk Utility Agreement Allowing Gilberts Development LLC to Proceed with Installation of Public Utilities in Neighborhood 2B.

On Thursday, November 5, Gilberts Development LLC (Troy Mertz) made a request of the Village to appear before the Board to request permission to begin the installation of public improvement utilities in Neighborhood 2B of the Conservancy prior to the approval of final plat. Final engineering review for Neighborhood 2B is substantially complete; however, there remain a few outstanding items which have been shared with the engineer for Gilberts Development LLC.

Traditionally, final engineering and approval to begin installation of public improvements is provided through the final plat process and recordation of the plat. Mr. Mertz's request would be to commence the installation of public utilities prior to the completion of that process for Neighborhood 2B. This is a policy decision for the Board. Should the Board wish to approve such an At-Risk agreement, Staff would proceed with drafting an agreement substantively in the form of the Hold Harmless "At Risk" Grading Agreement. A copy of that agreement as well as the most recent final engineering review related to Neighborhood 2B are attached for reference.



Municipal Expertise. Community Commitment.

TO: Alex Grosskopf - Public Works Director, Village of Gilberts
FROM: Kevin J. Biscan, PE, PLS
DATE: October 8, 2020
RE: Conservancy - Neighborhood 2B
Final Engineering Review 2
REL Project 20-R0397

We have received the following documents for the above-referenced project:

- Final Engineering Plans prepared by Manhard Consulting, LTD. with latest revision date of 8/25/20.
- Final Plat of Subdivision of The Conservancy Neighborhood 2B-1 prepared by Manhard Consulting, Ltd. dated 5/21/20.
- Storm Water Management Report & Permit Application Manhard Consulting, LTD. with latest revision date of 8/25/20.
- Compensatory Storage Plan prepared by Manhard Consulting, Ltd. dated 12/12/19.
- Phase 1 Improvements Exhibit prepared by Manhard Consulting, Ltd. dated 4/09/20.
- Phasing Plan prepared by Manhard Consulting, Ltd. with latest revision date of 1/10/20.
- Lift Station Preliminary Design information prepared by Manhard Consulting, Ltd. dated 4/08/20.
- IEPA Division of Public Water Supplies Application for Construction Permit prepared by Manhard Consulting, LTD. with no date.
- IEPA Division of Water Pollution Control permit application prepared by Manhard Consulting, LTD. with no date.
- Engineer's Preliminary Opinion of Probable Cost for Phase 2B-1 prepared by Manhard Consulting, LTD with latest revision date of 8/25/20.
- Engineer's Preliminary Opinion of Probable Cost for Phase 2B-2 prepared by Manhard Consulting, LTD. with latest revision date of 8/25/20.

Upon review of the above documents, we offer the following comments and recommendations:

General Comments

- ~~1. Submit Plats of Subdivision for review.~~
2. Submit lift station and force main design information, calculations and specifications as well as detailed plans for the lift station including a site plan with detailed grading information. **Comment partially addressed: Submit detailed plans for the lift station including a site plan with detailed grading information. Submit buoyance calculations. Provide a landscaping plan for screening.**
- ~~3. Mass Grading Plans for the development were previously submitted and a review letter dated May 5, 2020 was subsequently issued. Revised Mass Grading Plans were not included in this submittal and the comments from the referenced review letter are repeated below. Provide a status update and the developer's intentions for seeking approval of the Mass Grading Plans. Current status of the comments is provided below. Approval for Mass Grading only has been abandoned by the developer, Mass Grading is included in the Final Engineering Plans.~~

Final Plat of Subdivision Neighborhood 2B-1

1. Provide a note stating to whom the Plat is to be returned to after recordation.
2. A cursory review of the Kane County Recorder's Office Land Records search website note there may be at least one open mortgage against the property included in this subdivision. Please review and if there are open mortgages, provide the appropriate certifications.
3. Add a space for an Ordinance Number and its adoption date in all places where the Village of Gilberts is consenting to the vacation of easement rights.
4. Add a note to all three easement consent certifications stating that if all approving authorities have not signed granting their consent, the vacation of said easement shall be null and void.
5. This Plat references the Plat of Subdivision for Neighborhood 2A-1 as the document that granted the Public Utility Easement in Brielle Boulevard that is to be vacated by this Plat. The easement is outside of the boundary of the Neighborhood 2A-1 Plat and may not have been granted. Please review and verify the correct document that granted the easement to be vacated.

Mass Grading Plans

- ~~1. Include a Storm Water Pollution Prevention Plan with the plans.~~
- ~~2. Provide copies of the NPDES application and NOI. **Provide a copy of the existing NPDES that covers this project.**~~
- ~~3. Earthwork cannot begin until the Army Corps of Engineers permit is issued for impacts to the wetlands.~~
- ~~4. Include details for Perforated Riser, Temporary Inlet Protection, and Coir Wattle. Note: the detail titles should match the plan call outs. **This information must be included in the Mass Grading Plans. These details are included in the Final Engineering Plans and match the plan call outs.**~~
- ~~5. On the plans, provide direction to the contractor regarding appropriate measures following the discovery of existing field tiles. **This information must be included in the Mass Grading Plans. The Final Engineering Plans include appropriate notes.**~~

Final Engineering Plans

- ~~1. Clearly delineate the limits of the Phases on all sheets.~~
2. On grading plan sheets, include details for typical grading of single family lots and townhome lots. Include notes regarding finished grade adjacent to foundations and window well elevations relative to top of foundation. **Comment mostly addressed: Indicate in the details that the elevation differences are the minimums.**
- ~~3. Review the proposed side yard swale elevations adjacent to all types of foundations to provide adequate slope from finished grade at the foundation to the bottom of the swale. We recommend the swale elevation a minimum of 1 foot below the top of foundation.~~
- ~~4. Provide vertical curves for roadways when the algebraic difference in slope is 1.5 or greater.~~
5. Add watermain valves to limit shutdowns to approximately 15 single family units. **Comment partially addressed: The townhome areas exceed 15 units per shutdown, review and add valves as needed.**
- ~~6. Add a streetlight and an outbound stop sign at the intersection of Brielle Blvd. and Freeman Road if none exist. **Comment addressed: Provide copies of Freeman Road Plans for review.**~~
- ~~7. Specify Thermoplastic pavement marking for stop bars and striping.~~

NH 2B Storm Water Items

1. Submit overland flow route design calculations and exhibits. Limit overland flow depths in roadways to 6" above the crown and 12" below adjacent top of foundations in green areas. **Repeat comment: Submit an exhibit showing the areas tributary to the various overflow points, provide 100-year runoff calculations for the design flow at the overflow locations (identify the locations), include weir flow calculations at overflow locations. Note: the Kane County Storm Water Ordinance requires overland flow routes capable of conveying the 100-year rainfall event and does not include provisions for conduit flow.**
2. Submit inlet capacity calculations and exhibits. **Comment partially addressed: Include copies of the Neenah information that substantiates the grate flow for the given ponding depths.**

Storm Water Management Report & Permit Application (Comments provided by Sean Kelly):

1. ~~Permit application states no floodway constraints; however, FEMA recognized floodway is located on tributary running through NH 2 between Forest Trail and portions on under construction. Plans should clearly show this floodplain and floodway limits.
 - a. The permit should acknowledge floodway and show locations and "no impact" if there is no impact. Need to go by topographic elevations and not scaling.
 - b. Plans should indicate what linework is for — Sheet 3 has linework indicating wetland/floodplain/contour through the north POD for construction. Please clarify. Conditionally compliant — leaders provided to indicate floodplain/floodway; however, specific legend not provided.~~
2. ~~While the tributary area for the floodplain/floodway adjacent to NH 2 is less than the one sq. Mile threshold and therefore not permitted explicitly by IDNR OWR, it was established via study (LOMC 10-05-2799P and 17-05-3110) and recognized by FEMA. As such, the floodway/floodplain and needs to be appropriately managed to maintain NFIP status. According to the County ordinance, since hydraulic modeling has been done, the fill can be calculated at 1.2x1; however, it should be incrementally applied 0-10 and 10-100. Please review the design to see what can be provided within the appropriate increments.
 - a. Additionally, please provide discussion/meeting minutes, agreeing to overall waiving of incremental storage.~~
3. ~~A summary table showing the amount of detention and compensatory storage (with the appropriate increments) being should be provided for both on-site and regional detention.
 - a. For the regional storage, the summary should outline the available, requested/used, and the remaining volumes for clarity.~~
4. ~~Report text describes seven detention basins in Tab 2, under Proposed Drainage Conditions; however, only six are listed. Please correct the text.~~
5. ~~Plans should provide a summary of current the tributary areas for NH 2B and NH 2A (already developed) to compare against original concept layout of the development and proposed detention/regional storage allocations (Master Drainage Exhibit, Neighborhoods 1-3). Plans/report should clearly state was intended and actually built for detention and comp storage within NH 2A and where it is accommodated (based on As-Built info). Appears to be some discrepancy between original plans and what was reflected in the NH 2A stormwater report and the current summary. OK — No "original" values; however, reflects current build-out totals.~~

- a. ~~Summary for originally proposed, actual requirement and amounts provided for each neighborhood and specific basin allocations would be beneficial for all work done to date: Neighborhoods #1, #2A, #2B, and #3A. This information will also be required to allocate detention units for regional facilities properly.~~
6. ~~As noted in previous stormwater submittals, Nomograph to calculate detention was allowed as variance with the understanding that if County later requires specific modeling to confirm volumes, the Developer will be required to provide the revised analysis (i.e., hydraulic modeling) in accordance with County ordinance. Acknowledged~~
7. ~~The report indicates that 0.31 ac ft of the additional volume control to be added to the regional facility; however, plans don't appear to show modifications to the storage area—please clarify.~~
 - a. ~~Note per the report, it doesn't appear that additional comp storage would be needed in the regional facility specifically—could be made up in other basins as long as the total for this phase is provided? Provided in basins 2A-1 & 2A-2.~~
8. ~~Detention Stage Storage sheet lists HWL of 884 for basin 2B-3; however, FIRM shows BFE of $\approx 884.2'$ near this basin. Unless there is a restrictor provided in the outlet structure, the volume would appear to be used as a result of backwater conditions. Please clarify. OK - basin designed with HWL of 884; however, overflow weir is set at 884.50'. Allows "extra" volume, which is unlikely to be used, separated from BFE.~~
9. ~~Please review details for control structures, several calls out MH structures; however, labels describe as CB. Please clarify.~~
10. ~~Dual orifice calculations for Pond 2A-1 lists 5.1" diameter; however, details call out 5.1875" diameter.~~
 - a. ~~Invert for the orifice in CB-135 appears incorrect—should be 881.90' per plan details; however, calculation sheet lists as 881.30.'~~
 - b. ~~Plans show grading at 887' along the west edge of Pond 2A-1 for a distance greater than 150', which is reflected in the calculation sheet. Similarly, near the proposed restrictor structure CB-135, the contours appear to be lower than 887'—they don't close. Please verify.~~
 - c. ~~Consider labeling structure in the calculation sheet for clarity.~~
11. ~~Please revise the description for control structure calculation sheets for clarity. Sheets call out "pond two outlets", "Basin 2B-1& 2"; however, the actual basins are Pond 2A-1 and Pond 2B-1, respectively.~~
12. ~~Control structure calculation sheet for Pond 2B-3 lists 5" diameter orifice; however, plans show 4.9".~~
 - a. ~~Similarly, invert does not match between the calculation sheet and plans, 880.50' vs. 880.11'.~~
 - b. ~~Weir elevation shown in the calculation sheet and plans do not match 886' vs. 884'. Also, check the proposed weir length of 250' vs. what is shown on plans.~~
13. ~~Several velocities shown in storm sewer calculations for 10-yr and 100-yr events are significant (i.e., above five fps). It appears that pipes are surcharging to convey flows. Flow in 10-yr event show reaches the crown of pipe only unless extenuating circumstances warrant higher surcharge. Consider revising pipe sizes. Additionally, where significant velocities are shown, substantial riprap should be provided.~~
14. ~~No catchment tables were included in the report to verify tributary flows, only conduit tables.~~
15. ~~No calculations were provided for culvert sizing to convey floodplain flows.~~
16. ~~Plans and HEC RAS model appear to show a 24" culvert conveying flows from areas south of MH 41 (across from Lot 92) and existing wetland #1 north into the same 24" outlet culvert from~~

Basin 2B-3A. While this outlet from this basin at HWL is shown to be 2.15 CFS, the culvert from the basin and the upstream wetland area to the downstream outlet are all shown to have no slope. These culverts are likely to sediment in and create operational issues with the basin and impact existing wetland hydraulics. Consider revisions to provide some positive slope, minimal slope for 24" pipe at 148' length from the basin outlet as shown in plans is ~0.12' (~1.5") and 0.052' (~0.6") from the existing upstream wetland area #1.

17. HEC-RAS cross-sections 3600, 3450, and 3019 show apparent flow through detention basins. Detention basins should be ineffective flow area, as riverine flows will not enter and be conveyed until the adjacent berm (weir) is overtopped, and flow will then be limited to the upper limits. Please revise the model.
 - a. Some of the HEC-RAS cross-sections indicate flow in the overbank (e.g., RS 800); however, based on the upstream and downstream cross-sections, it appears that flow may have difficulty overtopping and effectively being conveyed. Please review that flow can effectively enter and exit overbank to the channel or make areas ineffective.
18. The stormwater report lists compensatory storage cross-sections; however, there is not exhibit to reference to double check values. Please provide calculation exhibits, showing cross-section locations, and floodplain limits and development areas.
 - a. As previously noted, elevations should be provided in the summary sheet for the calculations (cut and fill) to clarify elevations are outside of the required detention and assist with defining the incremental stage.
19. The legend should be provided on tributary exhibit to help clarify areas, Tc, and imperviousness.
20. Wetland information to be included (even copies of previously provided information) to clearly show impacts to existing wetlands and appropriate mitigation has been accounted for.

Conditionally compliant - Wetland permitting referenced on plans.

 - a. Tab 4 for wetland submittal not included with report, please provide documentation.

Comment partially addressed: Tab 4 provided; however, wetland permit documentation is for northern portion of the Conservancy Subdivision. Please provide information for Southern portion of subdivision, which is the area being developed under this current plan.
21. Although tributary area is less than 1 sq. mile, FEMA continues to show regulatory floodplain. A LOMC will be required to remove buildable lots from floodplain. **Please provide copy of LOMC upon completion of project.**
22. ~~Consider showing proposed limits of "revised floodplain" on plan sheets.~~

Preliminary Engineer's Opinions of Probable Cost

1. Update and finalize quantities and unit prices. **Repeat comment: Update to reflect revisions to the plans. (As applicable.)**
2. **New comment: The Engineer's Opinion of Probable Costs indicate ductile iron water main while the IEPA permit application indicates PVC water main. Please reconcile this discrepancy.**

IEPA Permit Applications

3. ~~Check box for Sewer Extension on Schedule A/B of the Water Pollution Control Application.~~
4. Complete items on Schedule B of the Public Water Supplies application. **Comment partially addressed: This document indicates PVC water main pipe while the EOPC specifies Ductile Iron water main pipe. Please reconcile this discrepancy. The Village prefers ductile iron pipe.**

5. Update Schedule A of the Public Water Supplies application to include costs for both phases.
Discussion of comment: If the developer chooses to obtain permits for both phases, include information for both phases and revise the Name of the project to include both phases. There will be additional IEPA fees but the plans encompass both phases and it may be beneficial to apply for permit all at once.

This review is only for general conformance with the design criteria established by the Village. It is subject to both the completeness of the information submitted by the developer's professional staff and also the actual ability of the plan to perform in accordance with its intent. Actual field conditions may vary, and additional items may arise which are not readily apparent based on this submittal. The Developer's design professionals are responsible for performing and checking all design computations, dimensions, and details relating to design, construction, compliance with all applicable codes and regulations, and obtaining all permits. Additionally, other bodies of government may have jurisdiction over various aspects of this development. The Developer should be advised that additional measures may be required based on actual field conditions and formal approvals of the other agencies.

Please note that this review does not include all site & landscaping issues per the Zoning Ordinance, such as building setbacks, lot coverage, parking dimensions, etc. and the applicant shall refer to the Community Development Department for a complete review of such issues.

Should you have any questions or require additional information, please do not hesitate to contact me at 815-464-2692 or kbiscan@reld.com.

Cc Albert Stefan, PE, Robinson Engineering
Brian Bourdeau – Village of Gilberts Administrator

HOLD HARMLESS “AT RISK” GRADING AGREEMENT

WHEREAS, Gilberts Development LLC (“*Developer*”) has submitted a draft plat of subdivision and draft engineering plans for development of Neighborhood _____ of the Conservancy Development, which plat and plans are currently under review by Village staff prior to presentation to the Plan Commission and Village Board for review and approval; and

WHEREAS, the Developer has asked that while the review and approval process is ongoing, it be allowed to proceed with preliminary grading work relating to Neighborhood _____; and

WHEREAS, the Village desires to approve the Developer’s request, conditioned upon the Developer’s written acknowledgement that any preliminary grading work relating to the development of Neighborhood _____ prior to recordation of the final plat of subdivision and approval of final engineering plans for this Neighborhood is done at the Developer’s own risk.

Section 1. Approval for Preliminary Grading in Neighborhood _____. The Village hereby authorizes the Developer to conduct preliminary grading work relating to the development of Neighborhood _____ prior to approval of the final engineering plans and recordation of the final plat of subdivision for Neighborhood _____, conditioned on the Developer’s acknowledgment and assumption of risk in Section 2.

Section 2. Developer’s Acknowledgement and Assumption of Risk. Gilberts Development LLC acknowledges and agrees that any preliminary grading work it performs relating to the development of Neighborhood _____ of the Conservancy Development prior to approval of the final engineering plans and approval and recordation of the final plat of subdivision for Neighborhood _____ is done entirely at its own risk, and further agrees to hold harmless, indemnify, and defend the Village of Gilberts, its officials, officers, employees, consultants, and volunteers against any claims related to this work.

Gilberts Development LLC also acknowledges that the Village’s authorization to proceed with preliminary grading activities related to the development of Neighborhood _____ does not constitute a Village waiver of any requirement of law nor does it relieve the Developer of compliance with all applicable ordinances, resolutions, and approvals relating to the development of Neighborhood _____, including obtaining final approval of the final plat of subdivision and final engineering plans for Neighborhood _____.

GILBERTS DEVELOPMENT, LLC

VILLAGE OF GILBERTS

By: _____

By: _____

Village Administrator

Its _____

Dated: _____

Dated: _____