



Village of Gilberts

Village Hall: 87 Galligan Road, Gilberts, Illinois 60136

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

www.villageofgilberts.com

VILLAGE BOARD MEETING AGENDA

Tuesday, September 6, 2022 - 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://us06web.zoom.us/j/86334438987>

Meeting ID: 863 3443 8987

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 September 6, 2022 will be submitted into the record of the meeting.

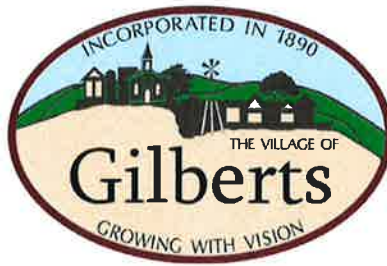
ORDER OF BUSINESS

1. **CALL TO ORDER / PLEDGE OF ALLEGIANCE**
2. **ROLL CALL / ESTABLISH QUORUM**
3. **PUBLIC COMMENT***
4. **CONSENT AGENDA**
 - A. A Motion to approve Minutes from the August 16, 2022 Village Board Meeting
 - B. A Motion to approve Bills & Payroll dated September 6, 2022
5. **ITEMS FOR APPROVAL**
 - A. A Motion to approve a Professional Engineering Services Proposal with Robinson Engineering for a Stormwater Assessment in the Gilberts Glen Subdivision in an Amount Not-to-Exceed \$19,850
6. **ITEMS FOR DISCUSSION**
 - A. Presentation and Discussion of a Commercial and Industrial Façade Improvement Program Policy and Application
7. **STAFF REPORTS**
8. **TRUSTEES' REPORTS**
9. **PRESIDENTS' REPORT**
10. **EXECUTIVE SESSION**
11. **ADJOURNMENT**

*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, August 16, 2022**

1. CALL TO ORDER / PLEDGE OF ALLEGIANCE

President Zambetti 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 Corbett, Allen, Hacker, Coats, and Redfield. Trustee LeClercq was absent. Others present: Village Administrator Brian Bourdeau, Management Analyst Riley Lynch, and Village Attorney Julie Tappendorf.

3. APPOINTMENTS

A. Appointment of Kelly Mastera as Village Clerk for a Term Ending on April 30, 2025 –

A Motion was made by Trustee Allen and seconded by Trustee Corbett to Appoint Kelly Mastera as Village Clerk for a Term Ending on April 30, 2025. Roll call vote: Trustees Corbett, Allen, Hacker, Coats, and Redfield voted Aye. 0-nays, 0-abstained. Motion carried.

4. PUBLIC COMMENT

Tony Pacione of 896 Mario Lane – Mr. Pacione approached the Board and advised of several property maintenance issues in the Conservancy that have not been timely addressed by the HOA, which is currently the land development owner. Mr. Pacione expressed his frustration in not receiving timely responses from the HOA/Troy Mertz and asked the Board if there was anything the Village could do to remedy this situation.

Alvin Lopez – Read his email that was sent to the Board prior to the meeting (attached).

Dino Heckerman – Mr. Heckerman approached the Board and stated his general concurrence with his neighbors and the points made in Mr. Lopez's email.

President Zambetti advised the residents that the Village is not able to withhold permits or limit the developer in his requests from the Village. However, the Board and Staff will work to obtain timelines and expectations from the Developer and forward this information onto the residents in the Conservancy. Attorney Tappendorf advised that the covenants for the Conservancy do not permit the Village to enforce the covenants and that the private property owners have the enforcement ability.

Trustee Redfield advised the residents that he has also been in contact with the property management company, PSI, about some of the same issues. He stated that he recommends that several of the Conservancy residents compile a list of emails to create an email list that the Village can communicate with about these concerns.

Michelle Heckerman of 880 Mario Lane – Mrs. Heckerman approached the Board and asked who would be responsible if a child got hurt on one of the broken slides in the Conservancy. Attorney Tappendorf advised that this would be a private matter between the resident and property owner.

5. CONSENT AGENDA

- A. A Motion to approve Minutes from the August 2, 2022 Village Board Meeting
- B. A Motion to approve Bills & Payroll dated August 16, 2022
- C. A Motion to approve the July 2022 Treasurer's Report
- D. A Motion to approve Ordinance 10-2022, an Ordinance Amending the Village's Unified Development Ordinance Regarding Fence Height Requirements
- E. A Motion to approve Ordinance 11-2022, an Ordinance Authorizing the Disposal of Personal Property Owned by the Village of Gilberts
- F. A Motion to approve Ordinance 12-2022, an Ordinance Amending the Fiscal Year 2022 Budget for the Fiscal Year Ending April 30, 2022
- G. A Motion to approve Resolution 43-2022, a Resolution Approving the Purchase of a Dodge Durango Pursuit from La Porte Chrysler in an Amount Not-to-Exceed \$37,000

A Motion was made by Trustee Corbett and seconded by Trustee Allen to Approve Consent Agenda items 5A-G as Presented. Roll call vote: Trustees Allen, Hacker, Coats, Redfield, and Corbett voted Aye. 0-nays, 0-abstained. Motion carried.

6. ITEMS FOR APPROVAL

There were no items for approval at this time.

7. ITEMS FOR DISCUSSION

There were no items for discussion at this time.

8. STAFF REPORTS

Clerk Baker

- Thanked the Board for the opportunity to serve.

Administrator Bourdeau

- Thanked Courtney for her work during her time at the Village.
- Grading at Memorial Park will take place soon along with finishing the work at Waitcus Park.

9. TRUSTEES' REPORTS

The trustees thanked Courtney for her service to the Village.

10. PRESIDENTS' REPORT

President Zambetti thanked Courtney for her work during her time at the Village.

11. 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 Corbett to adjourn from the public meeting at 8:08 pm.** Voice vote carried unanimously.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Courtney Baker', written in a cursive style.

Courtney Baker
Village Clerk



Village of Gilberts
87 Galligan Road
Gilberts Illinois 60136
Village Board Meeting
August 16, 2022, 7:00 p.m.
Sign in Sheet

Name

Contact Info (optional)

DINO HECKERMAN

630-461-0128

David + Jackie Beaver 846 Sunburst Lane Gilbert 630-857-6706

Evan Kanagin

847-836-1090

George Kanagin

847-836-1090

Jony Pacione

847-414-1000

Leith Trunzo

773-842-1987

Jill Juska

847-650-9383

Amy Rood

~~847~~ 630 450 4048

Bernie + Deb Calvaresi

708-743-4687

Courtney Baker

From: A Lopez <alopez4010@gmail.com>
Sent: Monday, August 15, 2022 10:59 PM
To: Info@villageofgilberts.com
Cc: David Leclercq; Guy Zambetti; Brandon Coats; Daniel Corbett; Jeanne Allen; Justin Redfield; Louis Hacker
Subject: GILBERTS Village Board Meeting 16AUG22

Village of Gilberts Trustees -

Hope you all are doing well. My name is Alvin Lopez and I live in the Conservancy community here in Gilberts.

For over a year and a half there has been countless emails being sent by many of us who live in the Conservancy to our Home Owners Association (HOA) Management Company - Property Specialist Incorporated (PSI) regarding hazards that should have been fixed a long time ago. Unfortunately, none have been fixed after a year and a half. We were told by PSI that Troy, the land developer, had to sign and approve all requests in order for the repairs to be completed. Please see the attached photos of some of our examples.

Because communicating directly with Troy has failed, and speaking to PSI has left us with more questions than answers, we sought legal guidance from an experienced attorney. We were advised to talk to you all first and request all future inspections and permits be held until these hazards are resolved. All future correspondence and repair schedules should be in writing with expected dates of completion.

I do not believe this is an unreasonable request. We are solely asking for these common sense hazards to be repaired so they do not cause injury to anyone nor allow our community to look poorly neglected. Ryan Homes nor Troy will walk away from future development in the Conservancy after so much investments have already been made by them. But pausing all future inspections and permits would force them to fix the hazards.

Our walking paths have sink holes, weeds growing through underneath causing damage/walking hazards, dead trees in our easements, poor road conditions, broken slides, and broken/rusted park equipment. All attached photos are what I have described.

I believe all developers should be held to a higher standard so that our community can stand out and we continue to grow.

Perfect example of this is our family members that wanted to move into the new Ryan Homes section of the Conservancy but after seeing the poor conditions, no amenities for \$62 dollars a month, they decided to move into the Talamore, Huntley Community instead.

Please assist us with this so that not only the Conservancy can be a great place to live and visit but also makes the Village of Gilberts stand out as well.







Department: 00 GENERAL FUND

IPBC - INTERGOVERNMENTAL PERSONN	EMPLOYEE DENTAL CONTRIBUTION	1,390.06
IPBC - INTERGOVERNMENTAL PERSONN	EMPLOYEE HEALTH INS. CONTRIBUT	19,363.32
IPBC - INTERGOVERNMENTAL PERSONN	EMPLOYEE LIFE INSURANCE	(40.55)
ROBINSON ENGINEERING, LTD.	ENGINEERING SERVICES	4,320.00
ROBINSON ENGINEERING, LTD.	ESCROWS PAYABLE	23,667.50
<hr/>		
Total: 00 GENERAL FUND		48,700.33

Department: 01 ADMINISTRATIVE

AT&T U-VERSE	COMMUNICATIONS	68.06
B&B NETWORKS, INC.	CONTRACTUAL SERVICES	240.00
BENEFIT PLANNING CONSULTANTS,	GROUP HEALTH INS	100.00
CARDUNAL OFFICE SUPPLY	OFFICE SUPPLIES	40.50
CURRENT TECHNOLOGIES, INC.	CONTRACTUAL SERVICES	620.00
MARCO TECHNOLOGIES LLC	CONTRACTUAL SERVICES	74.50
N.I.M.C.A.	DUES	25.00
PITNEY BOWES	CONTRACTUAL SERVICES	162.60
RESERVE ACCOUNT	POSTAGE	200.00
RICHARD SPINKER	CONTRACTUAL SERVICES	175.00
ROBINSON ENGINEERING, LTD.	ENGINEERING SERVICES	832.00
STAPLES ADVANTAGE	OFFICE SUPPLIES	14.22
SUNSHINE FARM II	COMMUNITY RELATIONS	700.00
THE BUG MAN, INC	MAINTENANCE BUILDING	175.00
UNION NATIONAL BANK OF ELGIN	73 INDUSTRIAL PRINCIPAL	2,223.54
UNION NATIONAL BANK OF ELGIN	73 INDUSTRIAL INTEREST	1,287.00
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Total: 01 ADMINISTRATIVE		6,937.42

Department: 02 POLICE

ACTION AUTO WORKS INC	MAINTENANCE VEHICLES	173.05
AMERICAN CARPORTS	CAPITAL EQUIPMENT	17,000.00
INTOXIMETERS	OPERATING EXPENSE	230.50
JQ DESIGN	UNIFORMS	170.00
LAPORTE CHRYSLER INC.	CAPITAL EQUIPMENT	36,428.00
MAGNUM ELECTRONICS, INC.	CAPITAL EQUIPMENT	325.53
MARCO TECHNOLOGIES LLC	CONTRACTUAL SERVICES	74.50
MEYER SIGNS, INC	CAPITAL EQUIPMENT	744.00
NORTH EAST MULTI-REGIONAL	TRAINING EXPENSE	300.00
RICHARD SPINKER	CONTRACTUAL SERVICES	315.00
SAFETY VISION	OPERATING EXPENSE	318.70
THE BUG MAN, INC	MAINTENANCE BUILDING	98.00
ULTRA STROBE COMMUNICATIONS	MAINTENANCE VEHICLES	95.00
ULTRA STROBE COMMUNICATIONS	CAPITAL EQUIPMENT	5,922.92
VERIZON WIRELESS	COMMUNICATIONS	281.08
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Total: 02 POLICE		62,476.28

Department: 03 PUBLIC WORKS

AEP ENERGY	STREETLIGHTING	204.54
CARDUNAL OFFICE SUPPLY	OPERATING EXPENSE	53.26
CHRIS THIELSEN	MAINTENANCE VEHICLES	5,103.78
CLARKE ENVIRONMENTAL MOSQUITO	CONTRACTUAL SERVICES	2,135.00
COMMONWEALTH EDISON	STREETLIGHTING	91.81
ELMUND & NELSON CO.	MAINTENANCE STREETS	562.00
FVA TREE SERVICE & LANDSCAPING	MAINTENANCE GROUNDS	950.00
JCK CONTRACTORS	MAINTENANCE GROUNDS	1,440.00
LEE JENSEN SALES CO INC	MAINTENANCE EQUIPMENT	311.50
MENARDS - CARPENTERSVILLE	MAINTENANCE BUILDING	200.82
NAPA AUTO PARTS	MAINTENANCE VEHICLES	88.52
O"CARROLL ELECTRIC, INC.	MAINTENANCE STREETS	885.00
RICHARD SPINKER	CONTRACTUAL SERVICES	175.00

SAUBER MANUFACTURING CO.	MAINTENANCE EQUIPMENT	301.00
THE BUG MAN, INC	MAINTENANCE BUILDING	178.00
THE BUG MAN, INC	MAINTENANCE STREETS	245.00
WAREHOUSE DIRECT, INC	OPERATING EXPENSE	74.94
Total: 03 PUBLIC WORKS		13,000.17

Department: 04 BUILDING

MARCO TECHNOLOGIES LLC	CONTRACTUAL SERVICES	449.98
ROBINSON ENGINEERING, LTD.	BUILDING PERMIT EXPENSE	1,848.00
Total: 04 BUILDING		2,297.98

Department: 06 PARKS

AEP ENERGY	UTILITIES	603.08
B&K POWER EQUIPMENT INC	MAINTENANCE EQUIPMENT	298.57
BEAN'S FARM INC	MAINTENANCE GROUNDS	1,280.00
COMMONWEALTH EDISON	UTILITIES	30.00
O"CARROLL ELECTRIC, INC.	MAINTENANCE GROUNDS	1,150.00
RUSSO POWER EQUIPMENT	MAINTENANCE GROUNDS	283.94
Total: 06 PARKS		3,645.59

Department: 10 WATER SYSTEMS

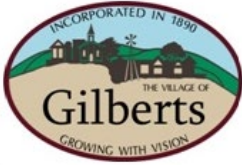
BATTERIES PLUS	MAINTENANCE PARTS & MATERIALS	32.45
BLAIN'S FARM & FLEET	SMALL TOOLS AND EQUIPMENT	74.50
BLAIN'S FARM & FLEET	MAINTENANCE PARTS & MATERIALS	14.39
BLAIN'S FARM & FLEET	MAINTENANCE BUILDING	37.57
COMMONWEALTH EDISON	UTILITIES	3,354.19
CONSTELLATION NEWENERGY, INC	UTILITIES	3,823.34
FOX VALLEY OPERATOR'S ASSOCIATIO	DUES	100.00
MARCO TECHNOLOGIES LLC	CONTRACTUAL SERVICES	76.57
MENARDS - CARPENTERSVILLE	MAINTENANCE PARTS & MATERIALS	62.40
NICOR	UTILITIES	92.78
PACE ANALYTICAL SERVICES	LABORATORY TESTING	411.61
POLLARD WATER	MAINTENANCE PARTS & MATERIALS	98.00
POLLARDWATER	MAINTENANCE PARTS & MATERIALS	706.85
QUALITY DISTRIBUTION SERVICES IN	CHEMICALS	2,761.34
ROBINSON ENGINEERING, LTD.	ENGINEERING SERVICES	392.00
STAPLES ADVANTAGE	OFFICE SUPPLIES	14.99
THIRD MILLENNIUM ASSOCIATES	PRINTING	53.14
VIKING CHEMICAL COMPANY	CHEMICALS	1,838.75
VLS ENVIRONMENTAL SOLUTIONS	OUTSIDE SERVICES	4,846.48
Total: 10 WATER SYSTEMS		18,791.35

Department: 20 WASTEWATER SYSTEMS

BLAIN'S FARM & FLEET	SMALL TOOLS AND EQUIPMENT	74.50
BLAIN'S FARM & FLEET	MAINTENANCE PARTS & MATERIALS	14.39
CONSTELLATION NEWENERGY, INC	UTILITIES	10,470.39
DAHM ENTERPRISES INC.	SLUDGE HAULING	41,921.00
ENVIRONMENTAL RESOURCE ASSOC	LAB SUPPLIES & EQUIPMENT	228.33
FOX VALLEY OPERATOR'S ASSOCIATIO	TRAINING EXPENSE	100.00
MARCO TECHNOLOGIES LLC	CONTRACTUAL SERVICES	76.57
MCMASTER-CARR SUPPLY COMPANY	MAINTENANCE PARTS & MATERIALS	275.39
MENARDS - CARPENTERSVILLE	MAINTENANCE PARTS & MATERIALS	165.20
NICOR	UTILITIES	277.39
ROBINSON ENGINEERING, LTD.	ENGINEERING SERVICES	392.00
STAPLES ADVANTAGE	OFFICE SUPPLIES	15.00
THIRD MILLENNIUM ASSOCIATES	PRINTING	53.14
USA BLUEBOOK	LAB SUPPLIES & EQUIPMENT	1,029.64
Total: 20 WASTEWATER SYSTEMS		55,092.94

*** GRAND TOTAL ***

210,942.06



Village of Gilberts

Village Hall
87 Galligan Road, Gilberts, Illinois 60136
Ph. 847-428-2861 Fax: 847-428-2955
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To: President Zambetti and Board of Trustees
From: Brian Bourdeau, Village Administrator
Date: September 6, 2022 Village Board Meeting
Re: Item 5.A: Approval of a Professional Engineering Services Proposal with Robinson Engineering for a Stormwater Assessment in the Gilberts Glen Subdivision

Background:

The Gilberts Glen subdivisions (east and west) have experienced various flooding and high-water events both in the right-of-way and rear yards over the past few decades. The subdivisions consist primarily of rural cross street sections with roadside ditches to convey the majority of stormwater flows to Tyler Creek. Furthermore, the development of the subdivisions took place when surrounding uses were primarily agricultural and the systems not necessarily designed for modern increased rainfall events and current stormwater requirements.

The current proposal by the Village Engineer is intended to support the Village in evaluating the existing drainage issues, reassess the potential causes, and develop three or four conceptual solutions with preliminary costs to aid the Village in determining the next steps toward improving the stormwater drainage issues in Gilberts Glen. The work will generally be completed in 5 steps as outlined below:

1. Data Collection and Review;
2. Data Analysis and Site Inspection;
3. Preliminary Drainage Analysis;
4. Conceptual Improvements Analysis; and
5. Letter Report/Memorandum

Recommendation:

To allow the Village to have a comprehensive understanding of the stormwater issues in Gilberts Glen, along with conceptual solutions that the Village can consider for capital budgeting purposes it is recommended that the Board approve the professional engineering services proposal with Robinson Engineering in an amount not to exceed \$19,850.



Jonathon Zabrocki, PE, LEED-AP (BD+C), CFM, CPESC
President
Cell: (708) 932-8244
Email: jzabrocki@reltd.com

August 15, 2022

Mr. Brian Bourdeau, Village Administrator
Village of Gilberts
87 Galligan Road
Gilberts, IL 60136

**RE: Proposal for Professional Engineering Services
Stormwater Assessment
Gilberts Glen Subdivision
Gilberts, Illinois**

Dear Mr. Bourdeau:

Robinson Engineering, Ltd. (REL) is pleased to present this proposal to perform professional engineering services to investigate the drainage concerns within the Gilberts Glen Subdivision. Included in this proposal is an Overview of the Project, discussion of the proposed Scope of Services, Schedule, and Estimated Fee. Our Standard Terms and Conditions are also enclosed and should be considered as an integral part of this proposal.

1. PROJECT OVERVIEW

The Gilberts Glen Subdivision is located along Tyler Road, approximately from Mason Road to the I-90 Tollway, and just east of Tyler Creek. Gilberts Glen subdivision was developed and constructed prior to the adoption of the Kane County Stormwater Management Ordinance in 2000, and as such, any stormwater conveyance and storage improvements were not designed for today's increased rainfall amounts and current stormwater requirements. In addition, accommodating upstream flows and subsurface flows may not have been considered in the original development design.

At the time of development, the surrounding land usage was undeveloped agricultural, which is similar today; however, rainfall has significantly changed from the time of development, and any existing drainage systems would likely be inadequately sized for today's increased rainfall events.

The Gilberts Glen subdivision consists of rural street cross sections with roadside ditches to convey the majority of stormwater flows. In general flow is conveyed from yards to the roadside ditches which drain to the existing Tyler Road culvert. The rear yards in many areas of Gilberts Glen experience inadequate drainage during minor rainfall events and flooding in larger rainfall events. Flooding, as well as water

entering homes has also been reported at a number of homes, including 643 Welch Street, along the rear yards between on Kerry, and in the rear yards between Kildare Street and Welch Street.

Based on review of limited information, it appears that the development may have been constructed without adequate stormwater conveyance systems and stormwater storage, and potentially without consideration for accommodating existing field tile, off-site drainage, and overland flood routing, which was not uncommon prior to the establishment of the Kane County Stormwater Management Ordinance.

Following multiple years of correspondence between the residents and Village to address the ongoing drainage issues, the Village of Gilberts contacted Robinson Engineering for assistance to review the drainage issues, identify the root causes of the issues, and provide some potential options to help improve the drainage of Gilberts Glen.

2. SCOPE OF SERVICES

Per discussions with the Village, Robinson Engineering proposes to evaluate/confirm the existing drainage issues, reassess the potential causes of the drainage issues, and develop 3 or 4 conceptual solutions and preliminary costs to aid the Village in determining the next steps toward improving drainage issues of Gilberts Glen. We envision the following tasks to be part of the project.

Task 1. Data Collection and Review

- a. County GIS (aerial, contour, utilities, street layers, etc.)
- b. Existing subdivision design engineering plans or as-built grading plans (to be provided by the Village of Gilberts)
- c. Review Drain Tile investigations prepared by Huddleston-McBride
- d. Review videos of existing sewers/drain tiles (provided by the Village of Gilberts)
- e. Review historic flooding dates and water elevations (if available)
- f. Review resident complains and concerns

Task 2. Data Analysis and Site Inspection

- a. Use County contours and engineering plans to establish overland flow paths
- b. Identify approximate rights-of-way (ROW)/property lines (through GIS and Plats)
- c. Site inspection of site, ditches & culverts (driveway/others) – ideally our staff will walk the current conveyance channel as well, assuming we can have legal access to the rear-yards.

Task 3. Preliminary Drainage Analysis

- a. Delineate drainage basins
- b. Preliminary Hydrologic analysis of existing conditions runoff during 2, 5, 10, 25, 50 and 100-year events
- c. Preliminary Hydraulic analysis of existing conveyance system for same hydrologic events developed

Task 4. Conceptual Improvement Analysis

- a. Determine runoff volumes and potential storage options for various storm events noted above.
- b. Perform preliminary hydrologic and hydraulic analyses to size storm sewer and improved ditch conveyance for low flow (2, 5, & 10 year events)
- c. Perform preliminary hydrologic and hydraulic analyses to size ditches for high flow events, exceeding the 10-year storm.
- d. Evaluate potential storage solutions that may be feasible, in conjunction with preliminary conveyance system sizing and routing.
- e. Evaluate/comment on potential constructability issues (utility conflicts, permitting issues, etc.)
- f. Develop preliminary budgetary improvement costs for conceptual improvements

Task 5. Letter Report/Memorandum

- a. Provide 2 to 4 conceptual improvement options which may include:
 - i. Minor conveyance system (storm sewer)
 - ii. Overland flood routes (major conveyance)
 - iii. Stormwater detention

3. PROJECT SCHEDULE

The drainage assessment outlined in the scope of services proposed above is estimated to take approximately 10-weeks, following Notice to Proceed.

4. ENGINEERING FEES

In accordance with our understanding and experience on similar projects, we've estimated the time associated with performing the tasks identified in the Scope of Services. We propose to perform these services for a Lump Sum fee of \$19,850. This fee will not be exceeded without prior authorization.

The estimated fee is based on the Scope of Services outlined above and our design experience. **The estimated fee does not include permit fees, geotechnical investigation, soil sampling, drain tile investigation, topographic survey, preliminary or final engineering design, or construction observation.** REL will not exceed the estimated fee without prior authorization.

5. STANDARD TERMS AND CONDITIONS

A copy of our firm's Standard Terms and Conditions are attached hereto and incorporated herein into this proposal. We will commence work immediately upon your authorization to proceed.

Please indicate your acceptance of this proposal by signing both copies and returning one to my attention and retaining the other for your records. Feel free to call or email me with any questions regarding this proposal or if any additional information is needed. We again thank you for the

opportunity to submit this proposal for your consideration and look forward to working with you on this important project.

Very truly yours,

ROBINSON ENGINEERING, LTD.

Jonathon Zabrocki

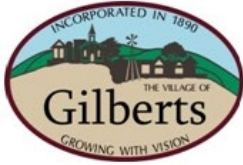
Jonathon Zabrocki, PE, LEED-AP (BD+C), CFM, CPESC
President

Accepted this _____ day of _____, 2022.

By: _____
Signature

Printed Name, Title

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Village of Gilberts

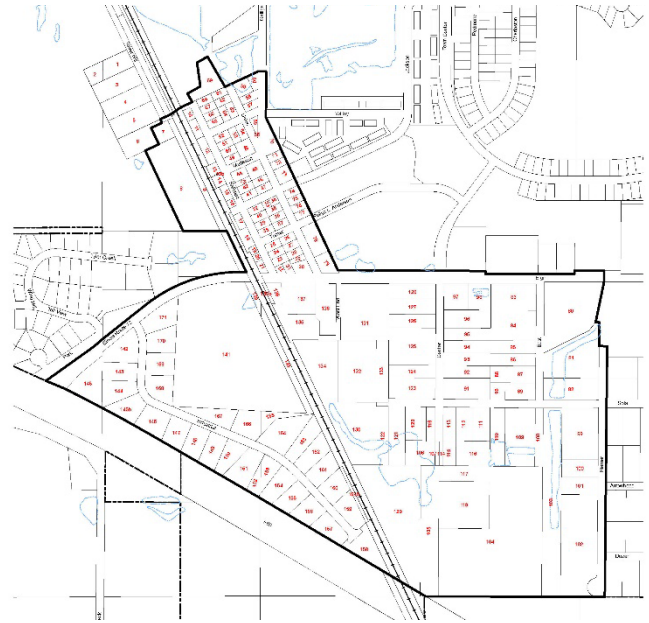
Village Hall
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www.villageofgilberts.com

To: President Zambetti & Board of Trustees
From: Riley Lynch, Management Analyst
CC: Brian Bourdeau, Village Administrator

Date: September 6th, 2022 Village Board Meeting
Re: Item 6.A: Discussion of a Proposed Commercial and Industrial Façade Improvement Program Policy and Application

Background:

In 2008, the Village established a Tax Increment Financing (TIF) Redevelopment Plan that encompasses Old Town, the commercial parcels north of Route 72 and most of the industrial park south of Route 72 (See the image to the right). This is known as TIF 1 and was established in accordance with the provisions of the Illinois Tax Increment Allocation Redevelopment Act 65 ILCS 5/11-74.4-1 et. seq. (the “Act”). As part of establishing this TIF, the area was evaluated and deemed to be “blighted” per the State’s definition under the TIF Act. The purpose of the TIF is to use the increment funds accumulated in this area for alleviating this blight and providing for community redevelopment.



Since its inception, TIF 1 increment has been used for several infrastructure projects and redevelopment initiatives. Another redevelopment initiative the Village can take using these funds is through a façade improvement program to incentivize businesses to beautify their property and business fronts. A façade program focuses on the faces of businesses and properties that are visible from the public right of way. As such, staff have drafted a façade improvement policy that focuses on commercial and industrial properties within the TIF 1 redevelopment area.

Synopsis of the Draft Policy:

Attached to this memo is a draft of the policy and application for The Gilberts Commercial & Industrial Façade Improvement Program (CIFIP). The Gilberts CIFIP is a reimbursement grant program designed to encourage property and business owners within the TIF 1 area to improve the visible exterior of their existing structures. This policy was created by evaluating surrounding municipalities’ redevelopment programs and adapting ideas from them to best fit Gilberts and the TIF 1 redevelopment area.

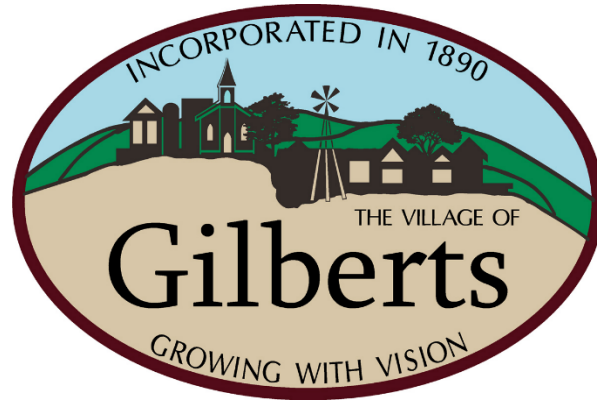
Eligible applicants of this program would submit an application for this grant which includes details pertaining to their proposed façade improvement project. The amount available for the program will be based on what is budgeted each fiscal year. Applications will be considered as they come in, so once the budgeted funds are used up, the grant will not be available until the fiscal year or until the budget is amended. The suggested grant award for any given application is the lesser of 50% of applicable project costs or \$50,000. For example, if an applicant submits for a project that costs \$30,000, they could be awarded up to \$15,000. If an applicant submits for a project that costs \$150,000, they would only be awarded at most \$50,000. Grant awards under this suggested program would only be dispersed after completion of the applicant's project and after the applicant shows proof of payment on the project.

To be eligible for this program, projects must be for existing structures within the TIF 1 Area, they must help further the goals of the Gilberts Redevelopment Plan, and they must conform to the Village's code. See the attached draft CIFIP policy and application for additional details.

Discussion:

Following a presentation of the draft policy, suggested points of discussion for Board feedback are included below:

- What type of projects does the board feel would assist the redevelopment and beautification goals of this façade program?
 - Are there any additional projects or project types that should be included as eligible projects? Any that should be removed?
 - Are there any additional projects or project types that should be included as ineligible projects? Any that should be removed?
- After an applicant has been awarded this grant, how long should they wait until they can reapply for another project?
 - The current suggested term is 5 years.
- Inclusion of a grant pay back provision in the event an awardee removes the improvements or significantly alters them within a set period of time after award.
 - Currently this requires the improvement be in place for at least 3 years else the applicant will be responsible for refunding all or a portion of their grant award.
- Any other comments, suggestions, or feedback on this proposed grant program?



Village of Gilberts

Commercial & Industrial Façade Improvement Program (CIFIP)

Policy and Application

Submit Applications to:

Riley Lynch, Management Analyst

87 Galligan Road

Gilberts, IL 60136

Program Purpose

The purpose of the Gilberts Commercial and Industrial Façade Improvement Program (CIFIP) is to encourage property owners within Gilberts to improve the overall exterior appearance of their businesses, and to transform commercial and industrial areas into well-cared for and vibrant properties.

The Gilberts CIFIP seeks to accomplish the following:

- To improve the overall image and increase property values of commercial and industrial properties to strengthen the economy, EAV, and quality of life in the Village.
- To remove and alleviate adverse conditions by encouraging private investment in the rehabilitation and maintenance of owner-occupied properties.
- To assist property owners and tenants with rehabilitating and restoring the visible exterior of existing structures for the betterment of the community.
- To further the objectives of the TIF 1 Redevelopment Plan program including but not limited to reducing or eliminating the recurrence of blighted conditions.

Program Details

The Village of Gilberts will allocate funds on an annual basis, as budgeted. Please note all proposed property improvements are subject to strict review by Village staff and approval by the Village Board. Grant funding is subject to the following conditions:

- Grant funding shall be administered in the form of reimbursement following the completion of an approved project, and presentation of a receipt or similar material.
- The total amount available for all grant applications and projects each year of this program will be outlined in the Village's budget and derive from the TIF 1 account.
- The grant shall not exceed 50% of all eligible activities or \$50,000, whichever is less.
- Upon approval by the Village Administrator, applicants must secure a building permit within 60 days and adhere to all building, zoning, and inspection requirements.
- Approved projects must be completed by 12 months after approval of the CIFIP application in order to receive reimbursement funding, unless an extension is requested.

Program Goals (Must meet two of these goals to qualify)

The Gilberts Commercial & Industrial Façade Improvement Program seeks to ensure that all eligible commercial property owners and businesses have an equal opportunity to access support while also allowing for public funds to be invested for the public good. The program goals are as follows:

- Attract, retain, or expand businesses.
- Attract or retain jobs.
- Enhance the overall commercial and industrial façade along the Route 72 corridor.
- Increase the Village's tax base by facilitating development of underutilized properties.
- Provide for the development of public amenities or infrastructure.
- Support Village planning initiatives by advancing catalytic projects identified in Village plans, including but not limited to the Comprehensive Plan and TIF 1 Redevelopment Plan.
- Encourage development projects that enhance the streetscape and pedestrian experience and improve the vitality of commercial districts by adding interest and activity on the first floor of mixed-use buildings and parking facilities.

Program Eligibility

All commercial and industrial property owners and business owners within TIF #1 are eligible for to apply this program. Additionally, all proposed projects must conform to the Village's Code of Ordinances and the Unified Development Ordinance including site development standards.

The following property owners are NOT eligible:

- Property/business owners not with TIF District #1 (Map of the TIF district available at www.villageofgilberts.com)
- Property/business owners of properties or structures which are unpermitted nonconforming uses according to the Village's zoning code.
- Property/business owners in default of any municipal fees or taxes or property taxes.
- Property/business owners with outstanding building, zoning, property maintenance, or Village Code violations on any properties owned and/or occupied by them within the Village of Gilberts that would not otherwise be corrected by applying for the program.
- Property owners or properties who have received Façade Improvement Program funding in the past 5 years.
- Property owners who are Village officials or employees of the Village of Gilberts.

Examples of projects eligible for grant funding include:

- Façade cleaning
- New siding and siding repair (Except when replacing with metal siding)
- Front and wrap-around porches
- Front patios and walkways
- Decorative masonry walls
- Exterior cornices
- Exterior lighting
- Pitched roofs
- Removal of inappropriate exterior finishes, materials, or features
- Lighting improvements
- Replacement of sidewalks in the public right-of-way
- Fences (Other than chain-link)
- Landscaping retaining walls and improvements
- Painting
- Windows and doors
- Tuckpointing
- Awnings/canopies
- Restoration of brick using a non-abrasive paint removal material (e.g., corn cob or walnut shell pieces, etc.)
- Similar & compatible projects as approved by the Village Administrator

Examples of ineligible projects include:

- Building permit fees and related costs
- Professional service fees including but not limited to design, engineering, architectural, and structural fees
- Replacement of driveways or parking lots.
- Signs, sign fees and related costs
- Painting masonry that was not previously painted
- Sandblasting of brick
- Acquisition of land and/or buildings
- New construction, expansion, or development

- Flat roofs
- Landscaping maintenance
- Projects not visible from the public right-of-way
- Projects completed prior to receiving approval for this grant program.

Program Application Process

Property owners seeking CIFIP grant funding shall apply as follows:

- Applications will be accepted by the Village beginning January 1st of each new year through the last Monday in October of that year. Applications and awards are considered in the order in which they are received.

- Submit the application to:

Riley Lynch, Management Analyst
 Village of Gilberts
 87 Galligan Road
 Gilberts, IL 60136

- Application Checklist: The following items must be attached to your application. Applications will be considered incomplete until all of the items have been received.

- Completed Façade Improvement Program application
- Completed and signed Grant Agreement
- Proof of ownership or owner authorization
- Proof of property taxes paid
- Photos of commercial structure to be improved
- Detailed description and sketch/rendering of the work to be performed (including building materials and color scheme)
- Working architectural drawings, if requested
- Schedule of work to be completed

Program Review and Approval Process

Applications will be reviewed and approved according to the following process:

- Applications will be reviewed as they are submitted and approved on a rolling basis until the funds budgeted for that program year are depleted.
- The Village will evaluate each application for its extent/scope of work proposed, the applicant's eligibility for the program, and its potential to contribute to the specified goals.
- Following the review process, and determination that the proposed project is eligible for this program, Village staff will recommend which applications should receive funding based upon the adopted budget.
- After recommendation by staff, the Village Administrator will make the final approval of the application. *The Village of Gilberts retains the right to approve/deny an entire request or portions thereof.*

Program Reimbursement

Project reimbursement will occur upon completion of the project and final inspection by the Village as outlined in the accompanying grant agreement. If costs exceed the original estimates, the property owner will be responsible for the full amount of the excess. The Village will not reimburse more than the total amount specified in the letter of intent. If any work commences before authorization is granted, these costs will not be eligible for reimbursement. The following items must be submitted in order to process the reimbursement:

- Letter requesting reimbursement
- Final inspection(s) for permitted work
- Final inspection verifying the work has been completed in accordance with the proposed project.
- Copies of all final invoices
- Signed and notarized waiver(s) of lien on the property
- Proof of payment (i.e. canceled check, credit card statement, receipt, invoice, etc.)

Upon submittal of all applicable reimbursement materials, reimbursement will be placed on the warrant list for approval of the reimbursement payment by the Village Board at a regularly scheduled Village Board meeting. *Please note, this process can take up to 4 weeks.*

Program Penalties

All applicants granted financial support are required to comply with all Village codes and ordinances. Failure to do so, as documented by citations issued by the Village of Gilberts, will subject that awardee to all applicable fines and penalties allowable under Village code including a reduction in this program’s grant funding in part or in full.

Any intentional removal or modification to the façade improvement which is not in accordance with the approved project, or any business operation that ceases within three years will require reimbursement of awarded funds. The reimbursement of the award will adhere to the grant agreement and the following table:

<u>Timing of Default Event</u>	<u>Percentage of Award that must be refunded</u>
Within 1 year of Award payment	100%
Within 2 years of Award payment	67%
Within 3 years of Award payment	33%

Questions

Interested property owners are encouraged to contact the Village prior to submitting an application for any questions regarding the Gilberts Commercial & Industrial Façade Improvement Program. Inquiries can be directed to Riley Lynch, Management Analyst at 847-428-2861 x603 or rlynch@villageofgilberts.com.

Village of Gilberts

Gilberts Commercial & Industrial Façade Improvement Program Application

Property Owner Name: _____

Applicant Name (If different than owner): _____

Phone Number: _____

Email Address: _____

Property Address: _____

Property Identification Number: _____

Description of Project

Project Budget: \$ _____

Reimbursement Request: \$ _____

Checklist of Required Attachments

- Completed Façade Improvement Application
- Proof of Property Ownership
- Proof of Paid Property Taxes
- Photos of Structure to be Improved
- Detailed Description and Sketch/Rendering of the Work to be Performed (Including building materials, and other relevant details)
- Working Architectural Drawings, if requested
- Copies of a Minimum of 3 Qualified Bids for each Portion of the Project in which Funding is being Requested
- Schedule of Work to be Completed

Statement of Understanding

- I (we), agree to comply with the stipulations, guidelines, and procedures of the Village of Gilberts' CIFIP. I have read and understand the policy as described.
- I (we) certify that the information supplied in this application is, to the best of my (our) knowledge, true, accurate, and complete, and is provided for the purpose of obtaining approval to participate in the Village of Gilberts' CIFIP.
- I (we) understand that I (we) must submit detailed cost documentation, copies of bids, contracts, invoices, receipts, and contractor's final waivers of lien upon completion of the approved improvements.
- I (we) understand that any and all work, requiring a Village building permit, must be performed in accordance with and must meet any and all Federal, State, and local building code standards.
- I (we) understand that work done before a Façade Improvement Agreement is approved by the Village Board is not eligible for a grant.
- I (we) understand the Façade Improvement reimbursement grants are subject to taxation and that the Village is required to report the amount and recipient of said grants to the IRS.
- I (we) agree to hold harmless, indemnify, and defend the Village of Gilberts, and their employees and agents, for any and all liabilities arising out of this application, loan, construction or other project(s), and any agreement to share costs, including but not limited to any and all lawsuits or other disputes.

Applicant's Signature: _____ **Date:** _____

Owner Authorization (If applicable)

If the applicant is not the owner of the property, you must have the following certificate:

I certify that I am the owner of the property at _____, and that I authorize the applicant to apply for a reimbursement grant under the Village of Gilberts' Commercial & Industrial Façade Improvement Program (CIFP) and undertake the approved improvements.

Owners Printed Name: _____ **Phone:** _____

Owners Signature: _____ **Date:** _____

Village Use Only

Date Received: _____ **Was the Application Complete?** Yes No

Staff Signature: _____ **Date:** _____

CIFIP Boundary (TIF #1)

