

**Village of Gilberts  
Committee of the Whole  
Meeting Minutes  
May 11, 2010**

APPROVED MINUTES

**Order of Business**

**Call to Order / Pledge of Allegiance**

President Zirk called the meeting to order at 7:01 p.m. He proceeded to lead those present in the Pledge of Allegiance.

**Roll call /Establish Quorum**

President Zirk asked Village Clerk Meadows to call the roll. Roll Call: Members Present: Trustees Erbeck, Mierisch, Zambetti, Farrell and President Zirk. 1-absent: Trustee Clark. Others present: Administrator Keller, Chief of Police Williams, Chief Building Inspector Swedberg, and Village Clerk Meadows. For members of the audience please see the attached list.

**Presentations**

**Dunhill/Gilberts Glen Ponds and Detention**

Along time Resident Carl Fisher who is also a Baxter and Woodman's engineer and was once a Village Board Member provided the Board along with the audience the development history of the Dunhill Subdivision. He reported that Dunhill Subdivision is upstream and feeds Gilberts Glen. He used a map to show the ponds and the drainage flows. He went on to report Dunhill Subdivision is divided into three drainage basins. He noted that a small part of the subdivision drains to the north into a dry bottom pond. The pond was expanded when Indian Trails was developed. Indian Trails also feeds into the dry bottom pond. The remainder of the subdivision is divided into two parts. The area east of the culvert drains toward the front pond. The area to the west drains toward the rear pond.

Mr. Fisher went on to report that in the late 1970's the developer went bankrupt. The developer finished the front pond but he did not complete the work on the rear pond. Mr. Fisher described how the ponds work. He noted that there is no detention. The water is collected and is immediately displaced.

Mr. Fisher further described the history of the development. He reported that in the early 1990's he had worked on improving the area which is now located by Memorial Park. The improvements included adding 32' drainage pipe from Pierce Street to the park site. In addition, they brought in tons of fill. They were able to build a baseball diamond, soccer field and a playground. They also had the front pond dredged and put in three additional pipes. Mr. Fisher also placed a 6" pipe that was engineered to serve as an orifice to regulate the flow downstream. He reported that the 6" pipe never worked very well.

Mr. Fisher reported that rear pond also has no release structure and the original wetland is more pronounced today than it was in the past.

Mr. Fisher discussed the Dunhill water flow and the effect it has on Gilberts Glen.

Mr. Fisher and the Board Members discussed possible solutions. He reported that there were two properties that need to be considered when drafting possible solutions.

President Zirk thanked Mr. Fisher for all his time and for assisting the Village in memorializing the history of the Dunhill Subdivision.

Resident Nick Page who resides at 670 Welch asked if the Board had a time table on when the drainage repairs would be completed. He reported that located behind his home is a drainage ditch that was only dry for about three weeks last summer. President Zirk stated that he did not want to mislead anyone. Recently he and Mr. Fisher were discussing the Dunhill Subdivision drainage concerns. Mr. Fisher provided President Zirk with a lot of historical information. President Zirk then asked Mr. Fisher if he could come before the Board and provide them with the historical information and collectively they could discuss the situation. President Zirk went on to say that drainage is one of the Village's priorities. The Village is looking for cost effective ways to resolve the concerns.

### **Items for Consideration**

#### **Minutes from the April 27, 2010 Special Meeting of the Village Board**

President Zirk asked if there were any comments on the minutes from the Special Meeting of the Village Board held on April 27, 2010. There were no comments. The minutes will be placed on the next consent agenda.

#### **Minutes from the May 5, 2010 Village Board Meeting**

President Zirk asked if there were any comments on the minutes from the Village Board Meeting held on May 5, 2010. There were no comments. The minutes will be placed on the next consent agenda.

#### **Treasurer's Report for April 2010**

President Zirk asked if there were any comments on the Treasurer's Report for April 2010. There were no comments. The Treasurer's Report will be placed on the next consent agenda.

President Zirk commended Finance Director Blocker for bringing the past due water accounts up to date.

#### **Purchasing Water Department Equipment**

Administrator Keller reported that Robyn Doscher from Baxter & Woodman has assembled a list of equipment needed to set up the laboratory at the wastewater treatment plant, totaling \$27,851.33. The total cost is based on the best prices from three vendors. Of this total, \$13,757.59 is for lab equipment that is immediately needed to perform routine required tests. The quotes include references to "future items, which correspond to \$14,093.74 in lab equipment needed to perform more intensive testing at the wastewater plant. In the interim, the Village is outsourcing these tests at a cost of \$4,329 every three months (\$17,616 annually). As a result of this purchase, the Village will reduce the outsourced testing cost to recoup the cost of the equipment within one year.

Trustee Mierisch expressed concerns with the request for the purchase of the wastewater equipment. She thought that in the past the Board had asked Baxter & Woodman for the cost, and she does not recall seeing the cost presented tonight. Administrator Keller explained that until staff was able to begin running the operations at the plant they did not know what equipment would be there. Administrator Keller went on to report that staff has now been able to complete a comprehensive inventory and that is why the request is being presented tonight. Trustee Farrell asked if all the equipment at the plant belonged to Illinois American Water. Administrator Keller stated that it was a combined ownership something they left behind and something they had taken.

Chief Building Inspector Swedberg reported that the equipment highlighted in the future needs list is equipment which would allow the Village to conduct tests that are currently being outsourced. Trustee Mierisch understands that during the transition period staff will come across additional needs. Trustee Mierisch is wondering if staff is keeping track of the unexpected cost and if the expenditures are being added to the original comprehensive list. Administrator Keller replied yes. He stated that in June staff would be providing the Board with both a FY-2010 Budget review and FY-2011 general fund and water fund budget update. Staff will be presenting a comparison between Illinois American Water's cost for operating the water and wastewater plants and the Village's cost. Trustee Mierisch stated that maybe that type of report would make her feel a little more comfortable. Trustee Mierisch stated that she is feeling a little uncomfortable with the new cost of the components. She based her original decision on the information provided at the time.

Administrator Keller reminded the Board that the primary reason they wanted to take control of the water operations was not only to save cost but to ensure the equipment was being properly maintained. He went on to report that the set-up cost over the next couple years might be initially more than the cost of Illinois American Water.

President Zirk reported that the Village is well below the projected transition cost. In addition, he noted that what Baxter & Woodman is suggesting is the Village take on additional testing and purchase the testing equipment. This investment could pay for itself within the first year. However, the Village does not have to make the investment they could continue to outsource the testing.

Trustee Mierisch noted that she is not questioning the need to do the testing in house. She is concerned with the timing of the request due to the tough economic environment.

Trustee Farrell stated that she was disappointed with Baxter & Woodman. She thought that when they provided the Board with the takeover cost they would have been more thorough. In her opinion they should have been more forward thinking and included the in-house testing. Administrator Keller noted that the outsourcing cost was included in the estimated take-over cost.

Trustee Farrell inquired on who would be conducting the test. Administrator Keller reported Baxter & Woodman will be until the Village has qualified staff in place.

Trustee Erbeck reminded the Board that the equipment purchase was a one time expenditure and would pay for itself within the first year.

President Zirk stated that Baxter and Woodman's recommendation might not have been so confusing if the Village would have outsourced a couple of testing cycles and then they recommend an alternative to outsourcing the tests. Administrator Keller agreed that the Village could continue as planned, outsourcing the various tests.

Trustee Erbeck agreed with Baxter & Woodman's recommendation. He noted that it was a cost savings for the Village.

President Zirk noted that some of the Board Members are seeing the recommendation as an additional cost.

Trustee Zambetti asked if labor was included in the cost. He noted that labor cost is included in the cost of the outsourcing. Administrator Keller reported that in the interim there would be an hourly charge.

However, once the Village has staff the task will be performed during the course of a working day. Staff will provide the Board Members with Baxter & Woodman's hourly rate for conducting the test.

President Zirk directed staff to bring the item back and identify the component that the recommendation replaces. In addition the interim cost for Baxter & Woodman to conduct the test should be identified.

#### **Constructing Police and Public Work Shelters**

President Zirk reported that these items were originally purposed in the budget. The improvements would use existing municipal impact fees. He went on to report that the Board was uncomfortable with the expenditures and had asked staff to bring the items back to discuss them in more detail.

#### **Relocate the Mechanic's Bay**

Chief Building Inspector Swedberg discussed the first request to move the mechanic's bay from the old public works building to 73 Industrial Drive. He reported that the old public works building is not conducive to have an employee permanently assigned.

Chief Building Inspector Swedberg reported that there is space available at 73 Industrial Drive. There is an interior dock that is currently used for parking. He proposed to use that area as the mechanic's bay along with an additional space by the electrical panels. He reported that the cost included the purchase of a large lift. The lift would be large enough to support the large public works trucks. The cost also includes concrete work, electrical work and moving cost.

Trustee Erbeck inquired about what the old public works building would be used for. Chief Building Inspector Swedberg reported that the building would be used to store less frequently used vehicles and equipment.

#### **Construction of a Cold Storage Facility at 73 Industrial Drive**

Chief Building Inspector Swedberg purposed constructing a cold storage facility adjacent to the salt bin located at 73 Industrial Drive. The Board Members were concerned with the aesthetics of the facility. They asked if any business would be allowed to construct a building similar to the proposed storage facility. Chief Building Inspector Swedberg replied yes. The storage facility complies with the Village's Building Codes.

Trustee Zambetti asked what would be stored in the proposed cold storage facility. Chief Building Inspector Swedberg replied seasonal equipment (plows, salt spreaders, mowers).

Trustee Erbeck asked why not store the seasonal items at the old public works building. Chief Building Inspector Swedberg stated that there is not enough room.

Trustee Mierisch noted that the Public Works Department is short staffed. She is wondering if staff would have enough time to construct the proposed projects. Chief Building Inspector Swedberg reported that when the mowing season has ended he would be able to fit the proposed projects into the employees' schedules. Trustee Farrell agreed with Trustee Mierisch's comment.

Trustee Farrell recommends waiting ninety days and discussed the proposed expenditures during the budget review process.

Trustee Farrell expressed concerns with the condition of the old public works facility.

Trustee Farrell asked Chief Building Inspector Swedberg when he planned on starting the projects. He stated possibly June it would depend on the weather.

President Zirk asked if the Board agreed with relocating the mechanic's bay. If so, was the use of municipal impact fees appropriate?

Trustee Zambetti agrees with relocating the mechanic's bay. He noted that the conditions at the old public works facility are inadequate. Trustee Mierisch agreed with Trustee Zambetti. However, she is wondering if there will be a need to use the municipal impact fees on something else in the near future. Administrator Keller stated that there is an infinite amount of projects that the municipal fees could be allocated to. Administrator Keller reported that has always been the challenge the Village has struggled with. There are a multitude of opinions on what the money was originally intended to be used for. However, he does not believe he can come up with a definitive list.

Trustee Mierisch asked if there were general parameters that the money could be used for. She went on to say that she becomes very nervous with the current economy and the lack of funding from the State of Illinois. Trustee Mierisch stated that she realizes the proposed projects are needed.

President Zirk reported that it was not clear on the intent of the use of municipal fees. He went on to say if you were to ask past Board Members some would say the fees were intended to be used for park improvements, and others would say they were intended to be used for community expansion or improvement.

Administrator Keller reported that the Treasurer's report depicts the total dollar amount of restricted development fees and the projects that have been funded by the fees. He went on to say that historically the Village has used the funds to pay for large one time expenditures.

Trustee Mierisch noted that the municipal impact fees are not being generated at the rate in which they once were, and in her opinion the Village needs to use the funds very wisely.

Administrator Keller asked the Board moving forward what their policy with respect to use of municipal impact fees is.

Trustee Zambetti recommends future annexation agreements include percentages that would clearly define the use of the fees.

Trustee Mierisch discussed a recent conversation about providing developers with incentives to develop in the Village. She noted that incentives are important to entice developers. Some of the discussions suggested not requiring the developer to pay impact fees. Trustee Mierisch was concerned that the impact fee pot would grow even smaller.

President Zirk stated that during the incentive discussions it was not his intent to give incentive to residential developers. Trustee Mierisch stated she had misunderstood. Administrator Keller stated that he believes what Trustee Mierisch is referring to is that if a developer was interested in developing the Neumann property for example they may ask the Village to provide them with some relief.

President Zirk stated that the question is "are these proposed projects one time expenditures that should be funded by municipal impact fees?"

Trustee Erbeck reported that many of the questions being raised have already been addressed in the Village's Strategic Plan. Trustee Erbeck stated if the current Board does not agree with the Strategic Plan that they should consider drafting a new plan.

President Zirk asked Trustee Erbeck if his opinion is the proposed projects are an appropriate use of the municipal impact fees. Trustee Erbeck replied yes. It is a project that is an improvement to the community as a whole. President Zirk asked Trustee Erbeck if he believed that the impact fees were intended to be used for park improvements.

Trustee Erbeck replied no. He did not believe the fees were intended only for park improvements.

Trustee Erbeck recommended that if the Board wished to discuss the use of impact fees the matter should be placed on a separate agenda. He believes the discussion is off the scope of the agenda items. The Board Members concurred.

Trustee Farrell reported that she understood what Trustee Mierisch was saying. She went on to say that the concern is the Board is only into the 11<sup>th</sup> day of the new fiscal year and already considering spending money.

Trustee Farrell reported that she does not have a problem with any of the proposed projects other than project number three. She is concerned with the esthetics. Trustee Farrell noted that it is a residential area.

President Zirk recapped the discussion. He reported that all the Board Members concurred that the projects qualified for the use of municipal impact fees. He noted that Trustee Farrell would like to wait ninety days prior to approving the projects. Trustee Farrell retracted her earlier statement with respect to waiting the ninety days.

The Board Members agreed to place the proposed project to relocate the mechanic's bay to 73 Industrial Drive on the next agenda.

Trustee Zambetti discussed his concern with the proposed cold storage facility. He asked if there was room in the salt bin facility. Chief Building Inspector Swedberg reported that the new salt bin facility is currently filled to capacity. In addition, the old salt bin facility is filled to capacity. Chief Building Inspector Swedberg reported that he is looking to keep the newer equipment in a dry storage area to increase the equipments life span.

President Zirk reported that Chief Building Inspector Swedberg is proposing to demolish the old public works salt facility and replace the storage space with the proposed cold storage facility.

Trustee Mierisch believes the proposed project is a good idea. However, she is concerned with the design.

Trustee Zambetti asked if staff has researched the possibility of renting storage space. Chief Building Inspector Swedberg reported that in the past the Village has rented storage space.



Chief Building Inspector Swedberg described the cold storage facility structure. He went on to report that the structure complies with the Village Codes. The roof will be shingled and the walls will be sided to match the salt bin facility. There will be a chain link fence with privacy slats.

Trustee Mierisch expressed concern with the staff having the time to build the structure. Chief Building Inspector Swedberg replied that there will be some lag time. Chief Building Inspector Swedberg described the length of time needed to complete the projects. He noted that the cold storage facility construction could begin sometime in the fall and the relocation of the mechanic's bay could be conducted throughout the winter months.

#### **Construction of a carport located at 86 Railroad Street**

Chief Building Inspector Swedberg reported that once construction began on this project the employees would need to complete it due to the fact that during the construction the squad cars will be parked on the street. Trustee Mierisch expressed concerns with the squads and employees parking on the street. Police Chief Williams suggested the employees and squads be parked in the old public works facility parking lot. Trustee Mierisch suggested contacting St. Mary's Church to see if the Village could utilize their parking lot.

President Zirk summarized the Board Members concerns. He thought the biggest concern was if the Public Works employees would have enough time to complete the construction of all three projects.

Trustee Erbeck stated that was not his position. He believes the first two projects should be placed on the next agenda. However, he has a huge concern with the third project. He reported that he has attended past Police Committee Meetings and the constant theme was that the department needed a new facility. He reported that the facility is dilapidated. He noted that he appreciates the effort. However he does not believe the shelter would protect the vehicles. He also noted that when the officers take the vehicles home they are not parking them in their garages.

Trustee Erbeck went on to say that he does not believe constructing a shelter onto a building that should have been replaced two years ago is a good use of public funds. He summarized his concerns as follows:

- The age of the building
- The condition of the building
- The electrical issue

Trustee Erbeck believes a much better use of public funds would be to purchase a back-up generator for the Police Department.

Chief Building Inspector Swedberg described the construction materials that would be used on the canopy.

Police Chief Williams explained his reasoning behind proposing the construction of the carport. He noted that the carport would extend the life of the vehicles and the equipment inside the vehicles.

Police Chief Williams reported that there are only two officers that take their vehicles home.

Trustee Erbeck stated to the best of his knowledge he does not believe the Village keeps any cars longer than five years. He reported that last year the Village purchase three new squads and two years prior to that they purchase two new squads. The older vehicles are being used to go to and from court.

President Zirk stated that when he looks at the overall picture \$13000 expenditure for two shelters with staff doing the work it not a lot of money. He does feel a lot more comfortable knowing what the shelters are going to look like. Trustee Zambetti agreed. He believes that the carport's brick wall will screen the parking lot which currently looks like a junk yard.

Trustee Farrell asked Chief Building Inspector Swedberg if anyone would be allowed to construct this type of structure. Chief Building Inspector Swedberg replied no, not in a residential area. President Zirk rephrased the question. He asked Chief Building Inspector Swedberg if an Industrial user located within a residential area would be allowed to construct the proposed carport. Chief Building Inspector Swedberg replied yes.

President Zirk directed Administrator Keller to place each project separately on the next agenda.

#### **Board of Trustee Reports**

Trustee Zambetti expressed concerns with Mediacom's service. He asked if Mediacom had returned staff's voicemail messages. Staff stated that Mediacom had been non-responsive. Administrator Keller reported that Mediacom's contract is non-exclusive and expires in October 2011. However, there are FCC regulations that address service response times.

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The Board recommended staff draft an article for the newsletter and the website informing residents that Mediacom does not have an exclusive contract and the FCC is the agency that handles service concerns.

There being no further discussion, **a motion was made by Trustee Zambetti and seconded by Trustee Erbeck to adjourn from the public meeting.** Vote: 5-ayes: motion carried by unanimous voice vote. Adjournment time: 9:29 p.m.

Respectfully submitted,

Debra Meadows

# SIGN IN SHEET

(Please Print)

COTW

5/11/2010

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