

**Village of Gilberts
Committee of the Whole
Meeting Minutes
March 9, 2010**

APPROVED MINUTES

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.

Roll Call/Establish Quorum

Roll call: Members present: Trustees Clark, Erbeck, Farrell, Mierisch, Zambetti and President Zirk. Not present: Trustee Garcia. Others present: Administrator Keller, Administrative Intern Beith, Finance Director Blocker, Chief Building Inspector Swedberg, and Police Chief Williams.

Minutes to be Considered

Committee of the Whole Meeting Minutes of 02/23/10

The minutes can be placed on the consent agenda. The Board did not have any comments or discussion regarding the minutes.

Village Board Meeting Minutes of 03/02/10

The minutes can be placed on the consent agenda. The Board did not have any comments or discussion regarding the minutes.

Treasurer's Report for February 2010 to be Considered

The Board did not have any questions or concerns regarding this matter.

Items for Discussion

SCADA Equipment Proposal

Chris Sosnowski from BWCSI explained to the Board how data from the water and wastewater plants is currently being gathered. He went on to give an overview of the upgrades the Village should consider to their SCADA system as well as the cost. Utilizing the full system would allow the operator remote access and control of the SCADA system. If an alarm were to go off at the facilities, the operator could check to see what the problem is without having to visit the site.

Trustee Erbeck questioned whether a point-to-point high speed wireless link from the water plant to the wastewater treatment plant was necessary. Mr. Sosnowski responded that the high speed link would enable all the data to link back to the Village Hall. He stated that a phone system and cameras could eventually be added onto the link as well. Trustee Erbeck asked if it would be better to use the T-1. Mr. Sosnowski responded that there would be a recurring monthly cost. He added that the point-to-point high speed wireless link won't significantly impact the services in the next couple of years, so the Village could pass on the \$12,000 expenditure for now. When asked if the Village could utilize the current service, the response was that there would also be a monthly fee.

Trustee Clark asked how many man power hours would be saved from using the automation. A study was not done to find that answer, but using the automation has never caused additional staff to be hired.

Trustee Erbeck inquired about the lift station SCADA connection that costs \$24,000. Mr. Sosnowski explained how the lift stations were put in with very basic controls. Currently the workers have to drive to the lift stations to get the data. This SCADA server would provide the data electronically.

Administrator Keller asked how often the equipment would need replacing. The laptops would need replacing every 2 to 3 years, and the industrial hardware wouldn't typically have to be replaced for ten or more years.

President Zirk inquired whether B&W could gather the alarm data from their offices instead of coming to the Village. The response was yes. That would be beneficial.

Mr. Sosnowski went on to describe the design of the plant. There is flexibility to add alarm alerts.

Then Administrator Keller reminded the Board that staff wasn't looking for an immediate answer on this agenda item.

Ordinances/Motions/Resolutions/Proclamations for Consideration
Consideration of Ordinance 03-2010, An Ordinance amending Section 15.3
"Prohibiting Hours of Sale"

Chief Williams and Administrator Keller met at the Eagles Club recently. The Eagles are looking to host champagne brunches. Other businesses would like to host sporting events before noon. Changing the sale of alcohol from 12:00 p.m. (the current time) to 6:00 a.m. (the proposed time of sale) doesn't have a major impact on the Village or on police coverage.

The state gives Villages the flexibility of setting the times that alcohol can be served. Trustee Erbeck asked why the Village doesn't allow selling between 2:00 a.m. and 6:00 a.m. There are a few places on Randall Road that allow liquor to be served until 3:00 a.m. Chief Williams responded by saying that there is a significant impact on police services and public safety concerns if alcohol were to be served during that time frame. Trustee Erbeck suggested that the Village be more aligned with the surrounding communities and asked if it made sense to expand the hours on the weekends. Administrator Keller stated that there are some safety concerns as well as budget concerns. Trustee Mierisch stated her concern for safety. President Zirk doesn't want to put the local businesses at a

disadvantage and asked if there has been an impact on their businesses since surrounding liquor establishments stay open later. Rob Lange from Cruisin' informed the Board that his late night business has slowed down. Brett Coleman owner of American Bar and Grill said that his intent is to serve food and liquor responsibly.

Trustee Erbeck stated that he would like to amend the hours now, so the Board doesn't have to revisit it. However, other Trustees feel they would like to discuss the extension of late night selling of alcohol at a later date.

This item will be placed on the consent agenda.

Consideration of Ordinance 04-2010, An Ordinance authorizing the disposal of personal property owned by the Village of Gilberts

The Ford F350 truck was purchased in 2007. Since this vehicle isn't as efficient as the other trucks utilized by public works, the Village would like to sell it at an auction. The Village received such a good deal at the time of purchase that the blue book value is higher than the Village originally paid for it. It is the intent to use \$9,000 of the sale price towards a chopper, if the truck sells at a reasonable price. If the Village allows the F350 to sit for a couple of years, then the value will depreciate. Trustee Clark would like for there to be a minimum selling price. Administrator Keller will make that decision. This will be placed on the consent agenda.

Consideration of Resolution 03-2010R, a Resolution authorizing the implementation of the parking and vehicle sticker mediation process

The parking and vehicle sticker mediation process would allow those who receive tickets an opportunity to be heard. Citizens would fill out a form then be given due process. Trustee Clark pointed out that the form has to be attached.

Changes are to be made under III. A. 4. "in the Chief's absence" will be added after the word "designee."

This will be placed on the consent agenda with the changes noted.

Consideration of Resolution 04-2010R, a Resolution authorizing the purchase of water billing software and equipment from Harris

The water billing software and equipment will plug into the current Village system. This will be placed on the consent agenda.

Consideration of Resolution 05-2010, a Resolution authorizing a purchase agreement between the Village of Gilberts and Northern Water Works Supply for water billing equipment

Two quotes were received for the purchase of meter readers. One would be installed in the vehicle and one is a hand held device. This will be placed on the consent agenda.

Consideration of Resolution 06-2010, a Resolution authorizing a service agreement between the Village of Gilberts and Third Millennium Associates, Inc. for water billing and mailing services

The Village is considering outsourcing the billing and mailing services. The company would print the bills and mail them. The Village would sign a three year contract. Archived copies would be available in case someone needs a copy of their bill. The Village is currently being charged \$1.25 per bill by IAW. This service would be cheaper, by about fifty cents per bill. The postage is included in the price. The Board asked how postage rate increases would be handled. Finance Director Blocker responded that the cost would most likely increase. However, bulk rate doesn't increase as much as the regular postage rate.

The Board will discuss the credit card processing memo at another meeting.

The Board would like to see something in writing from IAW before they approve the expenditures. They do need some time to review it.

Consideration of Resolution 07-2010, a Resolution approving job descriptions for Water/Wastewater Operator, Technician, and Water Billing Clerk

The Board received the job description for the Water/Wastewater Operator. They would like some time to review it and discuss it at the next meeting. Trustee Garcia will be emailed this info to review as well.

Staff Reports

FY-11 General Fund Budget

Administrator Keller informed the Board that the Governor had proposed taking 30% of the Village's income tax money. He will be participating in a meeting in Springfield to tell how this will have an impact on the Village. The Village could potentially lose \$145,000.

The general fund budget doesn't include any layoffs.

A brief discussion regarding the funding of the Hennessey Bridge project followed. The state will reimburse the Village, and the money will go in the road fund.

Currently the Village has six printed newsletters per year. Staff would like to transition into using electronic newsletters. Staff propose having two printed newsletters in FY2011. Then phase them out.

A discussion followed regarding the projection for the 2010 building permits. There are 31 units from Ryland projected for the calendar year. That's not including PAR. Trustee Erbeck inquired as to the number of multi-family and single-family units left to be built in all of Town Center. There are approximately 111 townhouses, 104 duplexes, and 70 single family detached homes.

President Zirk inquired as to the why the police budget was high. Chief Williams replied that 80% of the budget is used towards wages. The police work 24 hours a day. They must train adequately and the appropriate amount of equipment has to be provided. Every call the police make costs an average of \$400. There are five police shifts with 2 officers per shift and administration as well. Chief Williams stated that he can provide the Board with formulas proving that all of the officers are needed. President Zirk stated that he needs to understand this, so he can answer resident's questions. Chief Williams added that if the Village wants a police department that can provide immediate response, then more than one officer is needed per shift. If there is only one officer on duty, he may not be able to respond right away because he may have to wait for back up from another jurisdiction. If the Village couldn't fund a full time police department then there would be significant changes in the services.

Trustee Clark stated that he would like to see a road program in town. He knows that services would be impaired if the public works and administrative budgets were reduced anymore. Chief Williams' response was that public works can hold off on fixing some streets for awhile, but the police can't decide not to go on a call. He then added that he could commit to cutting \$8,000 from the budget, so there isn't an increase from last years expenditures. President Zirk added that residents would most likely accept public works skipping duties (such as mowing) due to finances than not having officers around the clock. He added that public safety is important.

Trustee Erbeck stated that residents have seen staff leave the Village in the past, and the Village still manages to run sufficiently.

A brief discussion regarding part time wages and overtime followed.

Administrator Keller added that anymore deductions will significantly impact the day to day duties in the Village. Trustee Erbeck added that if services have to be reduced, then the Village would have to justify the reason.

President Zirk stated that this might be a good opportunity for staff to look into generating ads in the parks and having commercial ads in the newsletter. Administrator Keller added that the money would help.

One option to saving money is by having only three Board/Committee of the Whole meetings a month instead of four. Trustee Clark would rather forgo his wages for a meeting rather than cancel it. President Zirk added that both the Board and the Committee of the Whole meetings could be back to back, and held on the same day. Trustee Erbeck feels that those meetings would last too long, so does Trustee Zambetti. He is willing to volunteer at a meeting. Staff will work on putting ideas together on how money can be saved. The primary concern is getting bills paid.

FY-11 Enterprise Fund Budget (water/wastewater)

Finance Director Blocker and Chief Building Inspector Swedberg have researched the operational costs, but it is difficult because it's based on IAW fees.

There is a possibility of setting aside \$162,000. There would be a lump sum left over that will be put back into the capital fund.

The Board discussed the possibility of adding a \$5.00 administration charge. The money generated would be put into a rehab replacement fund to help pay for the replacement of computers or vehicles. This would generate approximately \$65,000 of which \$18,500 would be from interest.

Overnight Parking Enforcement

Parking regulations when signs aren't present was discussed. Trustee Clark explained what the original intent of the ban was. Some streets didn't have curbs, so parking wasn't allowed between 2:00 a.m. and 6:00 a.m. There was a problem with parking in the ditches and cars being left for a couple of days. There was also a concern for vehicles rolling over in the ditches as well as the edges of the streets crumbling. President Zirk stated that he thinks it is best to be consistent with the overnight parking. Trustees Erbeck and Clark feel that it is better to decide on a case by case basis since all the neighborhoods are different. Trustee Zambetti would like to ban overnight parking. There are numerous municipalities that ban overnight parking. He said that there are some exceptions, such as if relatives spend the night, and residents can call those vehicles in. If overnight parking was banned in the entire Village, signs could be placed at the major entrances notifying citizens of the ban.

Since homeowners aren't allowed to have sheds, their lawn mowers and other equipment are stored in the garage. Some residents lose a stall to park vehicles in. Trustee Zambetti said that residents have a plan for when there is 2" of snowfall, so they should be capable of having a plan for the rest of the year.

Next a discussion regarding vehicles blocking the sidewalks pursued.

The Board decided that it was best to let the HOA's come back to the Village with their decision regarding this matter.

Board of Trustee Reports

Trustee Clark asked how the impact fees are being affected since the schools aren't being funded.

Trustee Erbeck suggested that Chief Williams provide a police vehicle mileage log to Administrator Keller, so the Board could choose a vehicle for Administrator Keller to drive to Springfield in.

The memo regarding the equipment replacement fund will be resent.

President's Report

President Zirk didn't have anything to report.

Adjournment

There being no further business to discuss, a motion was made by Trustee Erbeck and seconded by Trustee Zambetti to adjourn the meeting at 9:24 p.m. Vote: all ayes (Trustees Erbeck, Clark, Mierisch, Zambetti, and Farrell), 0-nays, 0-abstain. Motion carried.

Respectfully submitted,

Karen Danca, Recording Secretary

SIGN IN SHEET
(Please Print)

Committee of the Whole

March 9, 2010

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