

Village of Gilberts  
Committee of the Whole  
Meeting Minutes  
September 22, 2009  
7:00 p.m.

APPROVED MINUTES

**ORDER OF BUSINESS**

**Call to Order / Pledge of Allegiance**

President Zirk called the meeting to order at 7:00 p.m. President Zirk led those present in the Pledge of Allegiance.

**Roll/Call Establish Quorum**

President Zirk asked Acting Clerk Meadows to call the roll. Roll call: Members present: Trustees Erbeck, Clark, Mierisch, Zambetti, Farrell, Garcia and President Zirk. Others present: Administrator Keller, Attorney Tappendorf, Finance Director Blocker, Chief Building Inspector Swedberg, Illinois American Water Representative Steve Phillips, Interim Police Chief Weiss, Engineer Blecke and Acting Village Clerk Meadows. For members of the public see the attached list.

**Presentations**

**Energy Committee**

Mr. Ben Bartel introduced himself and stated that he has been a resident in Timber Trail since 2003. In addition, he is a licensed engineer and part owner of two energy and engineering consulting companies. Mr. Bartel went on to say that he has not been involved with the day to day operations of the energy company until recently. In June Mr. Bartel spent a month in Massachusetts conducting energy audits for municipalities. He realized that a lot of communities had incorporated energy committees. The committee members consisted of residents interested in energy conservation.

Mr. Bartel would like to help the Village by implementing an Energy Committee. The goals of the committee would be to identify research, pursue, and obtain grants, incentives and other programs or opportunities that would be beneficial to the Village.

There was some discussion with respect to who would be on the committee and if staff time would be required. Mr. Bartel stated that he envisioned the committee consisting of interested residents.

Trustee Garcia expressed concerns with providing Mr. Bartel with access to the Village Water and Waste Water Treatment plants. President Zirk stated that Mr. Bartel would need to be escorted by IAW staff.

The Board discussed the structure of the committee and tangible ways to measure success.

The Board directed staff to place an article in the newsletter and on the Village web site advertising the formation of the Energy Committee. Interested residents would be directed to contact Mr. Bartel. In addition, the Board Members recommended that Mr. Bartel identify five tasks that the committee would work on.

Mr. Bartel thanked the Board Members for their time.

### **H1N1 Preparedness Plan**

Chris Hoff, Emergency Response Coordinator for the Kane County Health Department thanked the Board for inviting him to speak.

Mr. Hoff went on to report that during the months of October through April, the Kane County Health Department tracks influenza activity in the county by monitoring hospital emergency departments, hospital laboratories and absenteeism in schools. He noted that the activity is very high for this time of year.

Mr. Hoff identified the population which was at greater risk.

Mr. Hoff reviewed the steps that can be used to help prevent the spread of the H1N1 virus and the steps to take if one was to contract the virus.

Mr. Hoff asked if the Board Members had any questions.

Trustee Erbeck asked if this virus was an airborne virus. Mr. Hoff replied no that the virus is transmitted by droplets. In addition, a person is contagious two days prior to demonstrating symptoms.

Trustee Mierisch reported that she had recently attended a seminar where they discussed the use of Tama Flu and how the virus can mutate if everyone were to use that product. Mr. Hoff noted that Trustee Mierisch was correct. Mr. Hoff continued to say that there is not enough Tama Flu for the entire population and if it were to be widely used the virus would eventually mutate.

Trustee Erbeck asked if someone were to contract the virus would they treat it as they would any other virus by drinking plenty of fluids and getting plenty of rest. Mr. Hoff replied yes and reminded everyone that they should stay home for twenty-four hours after their fever has gone.

Trustee Erbeck asked if this information had been disseminated to the schools. Mr. Hoff replied yes, the Health Department has met with all the school superintendents.

Administrator Keller asked if a person can receive both the seasonal flu shot and the H1N1 flu shot. Mr. Hoff replied yes.

Trustee Mierisch recommends that all staff members review the Village's Pandemic Plan to see if anything needs to be updated. In addition, Lieutenant Joswick also might want to review the Pandemic Plan due to the fact he did attend the seminar.

President Zirk asked Mr. Hoff if the Health Department had H1N1 informational templates that the Village could use in the newsletter and on the website. Mr. Hoff replied that the Health Department does have that type of information available.

Trustee Farrell reported that she had read the Pandemic Plan and that the plan is very thorough. Trustee Farrell did note a few typos that she will share with staff.

Trustee Farrell recommended that each employee read the Pandemic Plan thoroughly.

The Board thanked Mr. Hoff for the presentation.

### **Illinois American Water**

Steve Phillips reported that in the month of August the Water Treatment Plant pumped out 17 million gallons of water and that the Waste Water Treatment Plant treated 11 million gallons.

Mr. Phillips reported that they received a second proposal from Simpson for a Leak Detection Survey. Mr. Phillips went on to report that after the last meeting IAW staff toured the Village and did not find any visible signs of water leaks. However, the vacant Conservancy property, in Mr. Phillips opinion is still a suspect site.

Mr. Phillips reported that the meters were read on August 31<sup>st</sup> and that he should have an updated water loss report soon.

President Zirk once again asked Mr. Phillips if he is confident that water loss numbers are accurate and the meters are reading correctly. Mr. Phillips replied that he was confident that the number and meters were accurate.

President Zirk asked what the date was when the meters were last calibrated. Mr. Phillips was unsure of the date. However, he will provide the Board with that information.

Mr. Phillips reported that the sludge removal is scheduled for this fall (October or November depending on when the fields are cleared).

Mr. Phillips reported that the influent wet well at the Waste Water Treatment Plant received routine cleaning.

Mr. Phillips reported that the EPA is scheduled to inspect the Water Treatment Plant on September 30<sup>th</sup>.

Mr. Phillips went on to report that Barancik Lift Station's transfer switch had been replaced.

Trustee Garcia asked if Mr. Phillips could provide the Board with the July and August Booster Out Totals. Trustee Garcia noted that they were not included in the last two Board Packets.

#### **Minutes to be Considered**

President Zirk asked if any of the Trustees had comments with respect to the Committee of the Whole Meeting Minutes dated September 8, 2009.

Trustee Clark recommended that any of the power point presentations provided at a Board Meeting not become part of the record. He suggested just keeping a copy on file.

There being no further discussion the minutes will be placed on the next Village Board Consent Agenda.

#### **Items for Discussion**

##### **Audit for the Fiscal Year Ending April 30, 2009**

Finance Director Blocker asked the Board Members if they had any comments.

Trustee Farrell noted that there were a few minor typos in the management letter.

President Zirk congratulated Finance Director Blocker for addressing last year's audit comments. President Zirk went on to say that the audit was very clean and the auditors have given the Village the thumbs up.

The Audit will be placed on the next Village Board Consent Agenda.

### **Staff Reports**

Administrator Keller stated that copies of the staff reports were included in the Board packets.

Village Clerk Meadows reported that staff has provided Sterling Codifiers with answers to their final questions. The Village should be receiving the second draft of the new Village Code in just a couple of weeks.

In addition, Village Clerk Meadows asked if the Board Members would be interested in becoming a promotional partner with the EPA. The partnership would allow the Village to access many promotional tools which could be used to educate the residents in ways to use water wisely. Also, the Village would be listed on the EPA's web site as a promotional partner and eligible to submit an annual progress report and apply for a Water Sense award.

Trustee Erbeck asked if Chief Building Inspector Swedberg could resurrect the Ordinance Violation Worksheet that was once provided to the BZPD Committee Members. Chief Building Inspector Swedberg acknowledged the request and will draft the report in time for the next Committee of the Whole Meeting.

President Zirk noted that some of the reports that were once provided to the various Village Committees have fallen off the radar. President Zirk asked if staff would begin providing the Board Members with the reports that once went to the committees.

Trustee Erbeck asked Interim Chief Weiss if he would check with Sergeant Block and see if he could once again draft his weekly report. Chief Weiss agreed.

### **Board of Trustee Reports**

Trustee Farrell reported that she has a meeting scheduled for Thursday with Melissa Hernandez, Executive Director for the Northern Kane County Chamber.

Trustee Garcia asked Trustee Zambetti if he had received the information he requested at the last meeting from the Police Department. Trustee Zambetti was inquiring about the number of calls received by county dispatch concerning a block party. Interim Chief Weiss stated that the County does not track the number of calls to a residence.

President Zirk reported that he has copies of Gilberts Town Center Park's grading plans, "As Built" and soil boring test. President Zirk reported that it does appear that the park was designed per the plan. In the future President Zirk recommended that the Board have a plan for the park space so it can be designed with the correct elevations.

Trustee Clark recommended having park standards in place prior to any other developments moving forward.

President Zirk reported that the Neumann Homes Bankruptcy Case has been continued.

Trustee Erbeck reported for the record that a resident had recently attended a Board Meeting to express concerns with athletic organizations playing soccer in the fields and kicking the soccer balls into his yard. Trustee Erbeck has contacted the YMCA and they have re-orientated the soccer fields so the soccer balls will no longer be kicked onto private property.

**A motion was made by Trustee Erbeck and seconded by Trustee Zambetti to close a portion of the meeting with no business to follow effective immediately as permitted by 5 ILCS 120/2 (c) (21) to discuss executive session minutes, 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.** Roll call: Vote: 6-ayes: (Trustees: Clark, Mierisch, Zambetti, Farrell, Garcia and Erbeck) 0-nays, 0-abstained. Motion carried. The Board recess and went into Executive Session at 8:10 p.m. and returned to the public meeting at 8:53 p.m.

**A motion was made by Trustee Erbeck and seconded by Trustee Clark to reconvene the Public Meeting at 8:54 p.m.** Roll call: Vote: 6-ayes (Trustees Erbeck, Clark, Mierisch, Zambetti, Farrell and Garcia). 0- nays, 0-abstained. Motion carried.

There being no further business to discuss **a motion was made by Trustee Erbeck and seconded by Trustee Clark to adjourn the Committee of the Whole Meeting.** President Zirk requested a roll call by voice votes. 6-ayes, 0-nays, 0-abstained. Motion carried. Adjournment time 8:55 p.m.

Respectfully submitted,

Debra Meadows

