

**VILLAGE OF GILBERTS**  
**COMMITTEE OF THE WHOLE MEETING**  
87 GALLIGAN ROAD,  
GILBERTS, ILLINOIS 60136  
April 7, 2009  
7:00 p.m.

**CALLED TO ORDER:**

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

**ROLL CALL/ESTABLISH QUORUM:**

Members present: Trustees Erbeck, Garcia, Zambetti, Mueller, Mengarelli and President Wajda. Absent: Trustee Mierisch. Others Present: Village Administrator Ray Keller, Chief Building Inspector John Swedberg, Village Engineer Ed Kanthack, Finance Director Marlene Blocker, Police Chief Mike Joswick, Corporal Todd Block, Administrative Intern Kyle Cratty, Village Attorney Julie Tappendorf and Village Clerk Darlene Mueller. President Wajda declared a quorum present. (See attached list for members of the public).

**MINUTES TO BE CONSIDERED**

Trustee Garcia made a motion and seconded by Trustee Zambetti to approve the Village Board Meeting minutes of March 3, 2009, Committee of the Whole Minutes of March 10, 2009; Village Board Minutes of March 17, 2009 and Village Work Session Minutes of March 24, 2009.

Discussion followed on making motions at the Committee of the Whole Meeting and its purpose. Trustee Garcia and Trustee Zambetti rescinded their motion. Trustee Garcia found a correction in the minutes of March 10<sup>th</sup>, page 7; third paragraph should not have been under Executive Session and was discussed in open session.

**BILLS AND SALARIES TO BE CONSIDERED**

Finance Director Blocker advised the Board that the yellow highlighted portions were bills that needed to be paid now and could not wait until the next regular board meeting. The Board concurred with Finance Director Blocker's request.

**ITEMS FOR DISCUSSION**

There were not any items for discussion at this time.

**STAFF PRESENTATIONS**

Illinois American Water

Monthly Report – Mr. Phillips gave a brief update about the water and sewer plants.

Water treatment plant - For the month of March, Mr. Phillips reported 12 million gallons were expended and the booster outlet is running higher than normal. The meter will be changed out to see if it makes a difference. Well number 4 was pulled by Layne Western and was found to be in very good condition for being seven years old. The water softener astro valves have been rebuilt and the samples were pulled from the filters to check their longevity. The Village should be receiving a report back in a month.

Water sewer plant – Eleven million gallons of processed sewage was treated in March. One of the pumps was pulled and we are using a spare pump. IAWS is waiting for a cost approval from the Village. Baxter and Woodman is looking at options on non-potable pumps due to a history of problems with those pumps. Mr. Phillips advised the Board about spring flushing the week of April 27<sup>th</sup>. Customer service reports are down to two or three. Finance Director Blocker confirmed Mr. Phillips' statement on customer service.

President Wajda has a question on the form received from Tom Chinski. President Wajda requested that "keys" be given to Chief Building Inspector Swedberg for the lift station at Gilberts Elementary School.

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Village Administrator

### GIS Services & Infrastructure Atlas Request for Proposal

Administrator Keller explained the intergovernmental agreement with Kane County for a \$10,000.00 grant. The grant would fund 50% of the development GIS-based infrastructure inventory and map. The grant would allow the Village to develop a data layer that could be used in conjunction with the GIS files from KaneGIS that the Village already uses. Kane County will approve the agreement at their April 8<sup>th</sup> meeting. The grant requires a dollar-for-dollar match, which will be provided by the Water/Wastewater Enterprise Fund. It will be a big help when doing our infrastructure planning. Discussion followed on the difference between the as-built and the GIS and how it works. Trustee Erbeck explained the beginning process and how we could do this through the GIS. Administrative Intern Cratty further explained the process to the Board. President Wajda discussed on how you would identify the different layers. Additional layers can be purchased and others could be required through an annexation agreement or ordinance. Trustee Erbeck and Trustee Garcia expressed their concern about having a future annexation agreement requiring the electronic GIS as-built drawings. Administrator Keller advised that Attorney Tappendorf was asked to include language in future annexation agreements and Administrator Keller has a list for his file.

### Small Cities Grant for GIS Request for Proposal

Administrator Keller explained that Administrative Intern Kyle Cratty has led the preparation of a request for proposals for advancing the Village's GIS capabilities. The proposal would outline our present capabilities, the desired services for the development of new data layers, mapping templates and/or more advanced analyses that are beyond Staff's capabilities. The desired services would include the development of new data layers, mapping templates, and/or more advanced analyses that are beyond the Staff's ability. Administrative Intern Cratty explained that the first part would be to look for a firm to do the GIS infrastructure Atlas. The other portion would be to look for a qualified firm to do new layer designs and harder projects that the village could not do in-house. Trustee Garcia inquired about maintenance updates. Administrative Intern Cratty explained the option of paying a yearly maintenance fee or purchasing updated software when necessary. The Board concurred with Trustee Garcia's recommendation about keeping up with maintenance updates to keep up with the program. Administrative Intern Cratty used the Adult Use Ordinance as an example using the GIS software to create a buffer area. After a brief discussion, the Board concurred to move forward.

### CY 2009 Recreational Programming Agreement-IYSA Renegades

Trustee Erbeck, at the request of Trustee Garcia, gave an overview of the program. Trustee Erbeck explained the two programs: soccer tournament and soccer program. The programs are governed by the Illinois Youth Soccer Association. Trustee Erbeck went on to discuss insurance as well as rules and regulations. The "IYSA" does not coincide with the YMCA programs. The annual training starts in June; the season starts in mid August and runs through mid November. The team then starts training at in-door sports complexes. Trustee Garcia questioned the name with the letter of "IYSA". After a brief discussion, it was agreed to change it to "Renegades Soccer Club." Trustee Garcia questioned the maintenance program by the Village. Administrator Keller explained as in other agreements, maintenance would also apply to this agreement. Trustee Erbeck advised the Board that the goals have been moved to Town Center Park. Trustee Garcia inquired about the Equal Opportunity paragraph in the agreement. Attorney Tappendorf explained that it was for employment purposes, and was not intended to apply to the program participants. This item will be on the April 21<sup>st</sup> agenda.

### **Village Attorney**

Attorney Tappendorf's report is in the Board packet. Trustee Garcia questioned if the legal hours are broken down. Finance Director Blocker stated they are shown on the legal and engineering Update report.

### **Village Engineer**

#### Gilberts Town Center Unit 1A Bond Reduction

Engineer Ed Kanthack discussed that this matter was brought up at the last Committee of the Whole meeting and tabled. There were concerns on how much of the work was done on the outstanding

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punch items. There was also discussion about the value of the maintenance bond compared to the value of the work warrantee.

Engineer Kanthack advised that verification inspection had not yet been scheduled but reported most of the work was completed except which cannot be done in this type of weather and parkway trees still needed to be replaced. Engineer Ed Kanthack discussed how the value of the bond works and how it relates to the individual items of work. President Wajda inquired about the beavers who chewed the trees and who was responsible. Engineer Ed Kanthack spoke to Todd Grawronski and he will verify that Ryland Homes will replace those trees. It was felt the developer will most likely replace trees that are damaged in the parkway and felt that this would not be a problem. Trustee Zambetti expressed his concern on the aesthetic of the bike path having patches on the trail even though it may be approved by an engineer. Trustee Zambetti took photographs and brought them over to Public Works and encouraged the Board to drive by Town Center Boulevard. Trustee Erbeck asked if there was a standard for bike paths. Engineer Ed Kanthack said there was a standard on a drawing which was approved. Trustee Erbeck noted landscape companies and snowplowing on the bike trails. Administrator Keller said Mr. Grawronski was not able to attend the meeting to answer any questions. President Wajda recommended putting this item on the agenda and Mr. Grawronski should attend the meeting. President Wajda suggested a bond for bike trails.

President Wajda inquired about a video camera on a street light on the southeast corner of Tyrrell Road and Town Center Boulevard and questioned on ownership and purpose of this video camera. Chief Joswick said it was the County Highway Departments and would be for future use. President Wajda questioned why the Village was not aware of it. Chief Joswick will contact the Kane County Highway Department for more information.

### Hennessy Court Update

Engineer Ed Kanthack submitted an updated memo (4/7/09) to the Board on important issues. He met with Allison Volt from J. S. Riemer on site today while TSC, Inc. Geotechnical Service was doing their soil borings. Engineer Ed Kanthack had further discussions with Allison on coordinating the removal of the two culverts and the possibility of having to replace more of the culverts. Different options were discussed for the Village to achieve the least expensive money loss. Ms. Volt and Engineer Kanthack came upon the idea of renting the Aqua Barrier coffer dams for an additional time span; replacing the two culverts. We will be able to determine what conditions the other culverts are in; back fill and get a temporary road in place, leave the dam in place at an additional cost of \$1,600.00 per rental period. A second option is to install the two culverts and check the damaged ones to get a better assessment of the other culverts. Allison could then order the other culvert(s) and have them delivered in 2 or 3 days and in the meantime work on the two that were being replaced. Engineer Ed Kanthack spoke with Nicor about the gas main that crosses the bridge and there was no way to temporarily relocate or bi-pass the main. Nicor is recommending in the event that the main is damaged that the Village call and they will have an emergency crew on site within the hour. Also, Baxter and Woodman's State certified Program Manager has inspected the structure and registered the bridge with the State as required.

IDOT required the bridge be inspected once the temporary condition work is done; inspections are required each six months until a permanent structure is installed but for a maximum of five years. If nothing is done to the bridge within the five year period, the temporary condition automatically becomes a permanent condition and will be inspected once every two years. If a new structure is installed within the five year period, the bridge will then become a permanent condition also and will have to be inspected once every two years. The Village will earn reserve funding, similar to an MFT fund, that will continue to grow and can be used toward the 20% that the Village has to pay for funding. President Wajda inquired about the bridge on McCornack Road located west of the Village limits but may be annexed when the area is developed. Engineer Ed Kanthack will look into this matter to see where the money is allocated once the property is annexed. Trustee Mueller inquired on whether we receive any money due to receiving road and bridge funds. Trustee Erbeck expressed that he thought we were going to order all seven of the culverts. Engineer Kanthack stated that was one of the options, instead of ordering 7 and having 5 of them sitting around we will call them as needed. The residents may possibly be disrupted for a couple more days; the Village is at a lower risk of additional costs or violating agency regulations. The culverts are customer made and cannot be returned. Engineer Kanthack stated if the Village needs to replace more than two, most likely we will replace them all and not do it one at a time.

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Attorney Tappendorf explained if the other five are not defective, then the emergency permit would not authorize replacement.

### Scope of Work for IEPA Grant Loan for Industrial Park Water and Sewer Improvements

Engineer Ed Kanthack explained the two processes of the IEPA loan programs. One for the water system improvement designed for the Industrial park and the second one for the water treatment plan and two wells planned for The Conservancy property. Projects participating in this loan program can have up to 25% of the total loan "forgiven". The remaining 75% of the loan would be paid off over a 20 year period at 0% interest. The project would have to ready to go with permit approvals and easements. In order to take advantage of the 25% forgivable loan program. Final applications and project plans for both projects must be submitted to IEPA. Baxter and Woodman has provided scopes of work for both projects. The application and project plan cost which is laborious would be approximately \$7,000.00 and \$9,990.00. Trustee Mengarelli asked why we are doing this. Trustee Erbeck stated it was free money. Administrator Keller advised that these projects can be set up as a recapture. Discussion followed on the mechanics of the projects. The industrial park water improvements are estimated at three million with the stimulus funding 25% would reduce the cost by \$775,000. The annual payment on the remaining \$2.25 million at "0" interest over twenty years would be \$112,500. The debt service could be covered by the TIF District, though the water fund would have to pay the first several years while the TIF increment builds up. The second water treatment plant and wells #5 and #6 is estimated at six million with the stimulus funding saving the Village 1.5 million and the resulting debt service would be \$225,000 annually for twenty years. There was no definite discussion on where the funds would be taken from but could possibly come from a developer, recapture or some type of funding. Administrator Keller was looking for a direction from the Board because of the risk of paying the debt. Trustee Mengarelli expressed his concern of approving this project due the economy and the amount of debt. Trustee Garcia felt this was an opportunity for the Village to move forward. President Wajda wanted to know how long the paper work is good for. Engineer Ed Kanthack would have to check into. President Wajda explained that this is just to prepare the document and be put on the list. After a discussion, it was the consensus of the Board to go forward with the application process and put this item on the April 21<sup>st</sup> agenda. President Wajda inquired about the curb repair in Timber Trails. Engineer Ed Kanthack will check the status of this matter.

### **Village Clerk**

Clerk Mueller's report and retirement memo is in the Board packet. Trustee Garcia congratulated Clerk Mueller on her upcoming retirement.

### **Finance Director**

#### Treasurer's Report for March 2009

There were no comments made by the Board. This item will be on the April 21<sup>st</sup> agenda.

#### Designated vs. Undesignated Funds

There were no comments made by the Board. This item will be on the April 21<sup>st</sup> agenda.

#### Engineering and Legal Update

Trustee Garcia further questioned the hours for attorney fees. Finance Director Blocker described the method she used to show the hours for Ancel and Glink. Trustee Garcia is looking for a more detailed project description showing the hours. Discussion followed on a method to use to track projects. Attorney Tappendorf suggested that Board members can review Ancel Glink's invoices that are submitted to Village staff which have detailed descriptions of general and litigation work performed for the Village. After a brief discussion, Trustee Garcia will meet with Finance Director Blocker on this matter.

#### FY2009 Final Budget Adjustments

Finance Director Blocker advised the Board the Village experienced \$107,000 sales tax revenue loss; \$61,000 in interest revenue; cut \$72,000 expenses out of the General Fund. \$200,000 was added to the Special Project in the Administration budget and the water fund was negative due to the repair of the two well heads that were not budgeted. Finance Director Blocker advised under the water fund a new line item for Administrative expenses will be added due to not being able to transfer money from a fund. The only transfer you can make is in the MFT funds. President Wajda asked that John Stein be

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contacted to advise about the flow chart on upper and lower controls that show if we are okay or are we out of bounds.

### Investment Policy

This updated investment policy is a mixture of language from the original investment policy and the best practices from IGFOA policy. The documents sets out what the Village Treasurer, under state statues, can invest in. President Wajda felt we should have a formal action on this policy. The item will be on the April 21<sup>st</sup> agenda.

### **Chief Building Inspector /Public Works**

#### Transfer Switch for Water Treatment Plan

Administrator Keller stated Illinois American Water has reported that the transfer switch for the Barancik lift station was not functioning properly. The second quote is the lowest bidder and is recommended by Staff. MKD Electrical to replace the transfer switch for a total amount of \$13,853.00. Because of the time period of four to six weeks, it was recommended to move forward with this and ratify at the Board meeting of April 21<sup>st</sup>.

#### Exhaust Fan for 73 Industrial Drive

Administrator Keller explained during business hours, there have been several occasions that CO fumes have traveled into the front office while Public Works trucks were running or being serviced, causing a safety hazard. The cost would be \$19,970.00 for Ron Heating to install a carbon monoxide detector. The system is needed to comply with the building codes since the relocation of the mechanics bay from the old Public Works building. This item will be on the April 21<sup>st</sup> agenda.

#### GTC Parking Lot Construction Bid

The Village received twelve bids for the Request for Proposal for the construction of the parking lot at the Town Center Park. The low bidder for the parking lot and all related earth work is Schroeder Asphalt Services, Inc. of Huntley with a bid of \$151,993.00. After a discussion, it was the consensus of the Board to move forward and ratify the vote at the April 21<sup>st</sup> meeting.

#### Police Chief

Chief Joswick informed the Board of a grant from the stimulus package which pays 100% of the wages and benefits for three years. Chief Joswick is looking to fill two positions. A concern was brought up after the three years, would the Village be able to fund two more officers. After a lengthy discussion, the Board recommended submitting for two officers in the grant and see what results.

Administrator Keller informed the Board that Pete Wallers' findings for the private roads in Timber Trails Villas will be on the next Board agenda.

### **BOARD OF TRUSTEES REPORTS**

There were no reports from the Board of Trustees at this time.

### **PRESIDENT'S REPORT**

President Wajda had no report at this time.

### **EXECUTIVE SESSION**

There was no need for an Executive Session at this time.

### **ADJOURNMENT**

There being no further business, a motion was made by Trustee Mengarelli and seconded by Trustee Zambetti to adjourn the meeting. Roll call: Vote: 5 ayes, (Trustees Erbeck, Zambetti, Mengarelli, Mueller and Garcia), 0-nays, 1- absent (Trustee Mierisch) and 0-abstain. Motion carried. Adjournment time: 9:07 p.m.

Respectfully submitted,  
Darlene Mueller, Village Clerk

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