

**MINUTES FOR VILLAGE OF GILBERTS
BOARD OF TRUSTEES MEETING
Village Hall: 87 Galligan Road, Gilberts, IL 60136
Meeting Minutes
Tuesday, November 2, 2021**

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 LeClercq, Corbett, Allen, Hacker, Coats, and Redfield. Others present: Village Administrator Brian Bourdeau, Building Official John Swedberg, and Management Analyst Riley Lynch.

3. PUBLIC COMMENT

There were no public comments at this time.

4. CONSENT AGENDA

- A. A Motion to Minutes from the October 19, 2021 Village Board Meeting
- B. A Motion to approve Bills and Payroll dated November 2, 2021
- C. A Motion to approve the September 2021 Treasurer's Report
- D. A Motion to approve Resolution 28-2021, a Resolution Authorizing an Agreement with Compass Minerals for the Purchase of Salt for the 2021-2022 Winter Season in an amount not-to-exceed \$70,000

President Zambetti asked if any of the board members had any consent agenda items they wished to remove for separate consideration. After hearing none, asked for a motion to approve.

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

5. ITEMS FOR APPROVAL

There were no items for approval at this time.

6. ITEMS FOR DISCUSSION

- A. Discussion Regarding Building Department Inspections and Permit Review Beginning January 2022 – Administrator Bourdeau advised the Board that, due to an upcoming retirement, the Village's building inspection and code enforcement position will be vacant. Village staff has been assessing the options for streamlining and increasing the efficiency of the building department. Currently, the Village employs a part-time building inspector who conducts plan reviews and provides inspection services for all plan reviews and inspections not otherwise requiring a specific state license. Supplementing the building inspector position are three third-party contracted firms, one which provides building plan reviews and plumbing/sewer inspections, a second which provides review of fire systems, and a third providing grading and topographical/foundation review against approved engineering plans. The Village also employs a full-time building permit clerk who performs all building administrative functions, coordinates with contractors and residents for inspection scheduling and issues a limited number of building permits over the counter (e.g., water heaters, roofing, residential HVAC). An exploration of alternatives and conversations with fellow municipalities led the Village to consider the potential of utilizing an outside service for comprehensive building department services, specifically SAFEbuilt. The Village would utilize SAFEbuilt to consolidate all current third-party provided building services under one provider and conduct all building and permit plan reviews as well as all required inspection services. The full-time building permit clerk position would be retained and continue to perform the same functions while also serving as the primary link between the Village, SAFEbuilt and the community. Contractors and permit applicants would also have access to the primary Building Official and inspectors for technical or project specific questions. With SAFEbuilt, the Village would be assigned a primary building official who would have established weekly office hours as well as reachable via cell phone at other times. The inspector team serving Gilberts would also remain the same. This stability in staffing will allow the Village and community to develop a working relationship with the core team serving the Village. SAFEbuilt staff are credentialed within their respective areas of expertise by the International Code Council and/or respective professional licensing organization. Additionally, many of the SAFEbuilt staff have prior local government experience. SAFEbuilt currently provides building department services for about 50 communities in Illinois, including Hampshire, Barrington, Schaumburg and Glenview. Having a larger presence and workforce also means SAFEbuilt has an ability to be scalable to meet building service demand while maintaining high levels of service provision. The Village is currently in ongoing negotiations with SAFEbuilt regarding the final costs of the proposed service provision. The common approach is a revenue sharing approach wherein SAFEbuilt receives a percentage of all permit fee revenue and the Village retains the balance. A switch to SAFEbuilt would also see an expense savings with the elimination of the part-time building inspector salary as well as some pass-through expenses for certain inspections (e.g., grading, topographical). Included in the negotiations at present are some specific targeted adjustments to the building permit fee schedule, which has not had an adjustment in over 11 years.

However, the adjustments under consideration would not place the Village at a competitive disadvantage relative to neighboring communities. Rather, the adjustments would ensure the Village is more on par with our neighbors and the Village would always retain the ability during Annexation Agreement discussions to set building permit fees at negotiated rates with the Developer. Furthermore, any potential agreement with SAFEbuilt will be based on a term of one-year with one-year renewals. This allows both parties regular intervals at which to reassess the business relationship. Administrator Bourdeau stated that Staff is also looking for general Board feedback on utilizing SAFEbuilt in the manner outlined above. Should the Village continue forward, staff would look to finalize contract specifics and begin transitional meetings between the SAFEbuilt team and the current part-time building inspector and permit clerk over the next 2 months.

Trustee Allen asked if this change would affect the Village's engineering firm to which Administrator Bourdeau advised that it would not. Trustee Allen also stated that the Village should communicate the fee increase to the residents.

Trustee Corbett asked for Building Official Swedberg's opinion on the matter. Building Official Swedberg stated that the Village has worked with an outside company in the past with no real issues and that he has reviewed the proposal with SAFEbuilt and it doesn't seem like a bad idea. Building Official Swedberg also stated that this contract would only be for one year so it is worth a try.

President Zambetti stated that he has worked with SAFEbuilt in the past with no issues. President Zambetti also stated that he expressed to SAFEbuilt that he would discourage any behavior of re-occurring inspections for the sake of making more money. SAFEbuilt confirmed that they do not operate under a model of generating re-inspection fees.

Trustee Hacker asked for clarification on the fees and how the Village will be charged. Trustee Hacker also asked about how code enforcement would be done.

Trustee Redfield asked how it would work if a resident just wanted to stop in to the building department with general questions. Administrator Bourdeau stated that he would follow up after clarifying what would be included in SAFEbuilt's services.

7. STAFF REPORTS

Administrator Bourdeau

- The Tree Lighting Event will take place next Friday, November 12.
- If the Governor signs a certain piece of legislation, the Village will have the option to increase the video gaming terminals fees to \$250 per terminal per year.

- Liquor license renewal letters are going to be sent out soon. Administrator Bourdeau asked the Board if they would like to reduce the fees again due to COVID or leave them as they are. The Board expressed no interest in reducing the fees.
- The Committee of the Whole meetings will be cancelled in November and December this year.
- There has been a delay with the sign installation program, particularly in Dunhill. The Public Works Department will continue the program shortly.
- If everyone is present at the next Board meeting, there will be a group photo taken of the Board to put in the 2022 Village Calendar.

Analyst Lynch

- The phone system replacement is still on track and is on schedule to be implemented by the end of the year.

8. TRUSTEES' REPORTS

Trustee Allen

- Suggested to the Board that they spend the additional \$2,100 for the Times New Roman font for the water tower painting. Trustee Hacker objected to this change. With no other objections, Administrator Bourdeau stated that they will indicate this change to the contractor tomorrow as there is no more time to wait on making this change. This item will be brought back to the Board for formal acceptance at the next Board meeting.

9. PRESIDENTS' REPORT

President Zambetti did not have a report at this time.

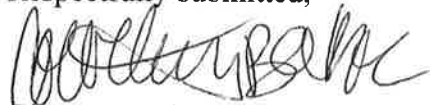
10. EXECUTIVE SESSION

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 8:29 pm.** Voice vote carried unanimously.

Respectfully submitted,



Courtney Baker

Village Clerk