

Village of Gilberts

Village Hall
87 Galligan Road, Gilberts, IL 60136
Ph. 847-428-2861 Fax: 847-428-2955
www.villageofgilberts.com

Village Administrator Memorandum 41-14

TO: President Rick Zirk
Board of Trustees

FROM: Ray Keller, Village Administrator

DATE: June 26, 2014

RE: Village Board Meeting – July 1, 2014

The following summary discusses the agenda items for the Village Board meeting scheduled for July 1, 2014:

1. CALL TO ORDER

2. ROLL CALL / ESTABLISH QUORUM

3. RECOGNITION

A. Recognition of Mel Jersky for his public service as a Village of Gilberts' Police Officer and the Vice President of the Police Pension Board

The Board will recognize Mel Jersky for his service as a Police Officer from 1996 through 2011 and his service on the Police Pension Board from 1999 through 2014.

B. Recognition of Doug Hagen for his public service as Chairman and Member of the Plan Commission and Zoning Board of Appeals

The Board will recognize Doug Hagen for his years of service on the Plan Commission from 2003 through 2014, including five years as Chairman.

4. PUBLIC COMMENT

5. CONSENT AGENDA

Any item may be removed from the consent agenda by request.

A. Motion to approve Minutes from the June 17, 2014 Village Board Meeting

Please review the enclosed minutes from the June 17 Board meeting. Please contact Village Clerk Debra Meadows prior to the meeting with any corrections or questions. Staff recommend approval.

Public Works Facility
Finance & Building Departments
73 Industrial Drive, Gilberts, IL 60136
Ph. 847-428-4167 Fax: 847-551-3382

Police Department
86 Railroad St., Gilberts, IL 60136
Ph. 847-428-2954 Fax 847-428-4232

B. Motion to approve Bills & Salaries dated July 1, 2014

Staff will provide the spreadsheet for bills and salaries recommended for approval as a separate document prior to the meeting. Please contact me or Finance Director Blocker with any questions that may arise prior to the meeting.

6. ITEMS FOR APPROVAL

There are no items for approval, except any removed from the Consent Agenda.

7. ITEMS FOR DISCUSSION

Please contact me or Village President Rick Zirk to add any new items for discussion.

8. STAFF REPORTS

Staff will provide any updates at the meeting.

9. BOARD OF TRUSTEES REPORTS

10. PRESIDENT'S REPORT

11. EXECUTIVE SESSION

Please contact me about any current executive session topics.

12. ADJOURNMENT

Village Board of Trustees
Meeting Agenda
Village of Gilberts
87 GALLIGAN ROAD,
GILBERTS, ILLINOIS 60136
July 1, 2014
7:00 P.M.
A G E N D A

ORDER OF BUSINESS

1. CALL TO ORDER / PLEDGE OF ALLEGIANCE

2. ROLL CALL / ESTABLISH QUORUM

3. RECOGNITION

- A. Recognition of Mel Jersky for his public service as a Village of Gilberts' Police Officer and the Vice President of the Police Pension Board
- B. Recognition of Doug Hagen for his public service as Chairman and Member of the Plan Commission and Zoning Board of Appeals

4. PUBLIC COMMENT

5. CONSENT AGENDA

- A. A Motion to approve Minutes from the June 17 2014, Village Board Meeting
- B. A Motion to approve Bills and Salaries Dated July 1, 2014

6. ITEMS FOR APPROVAL

7. ITEMS FOR DISCUSSION

8. STAFF REPORTS

9. BOARD OF TRUSTEES REPORTS

10. PRESIDENT'S REPORT

11. EXECUTIVE SESSION

A portion of the meeting will be closed to the Public, effective immediately as Permitted by 5 ILCS 120/2 (c) (1) to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the Village, and as permitted by 5 ILCS 102/2 (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 and as permitted by 5 ILCS 120/2 (c) (21) to review and approve closed session minutes and as permitted by 5 ILCS 120/2 (c) 2 Collective negotiating matters.

12. ADJOURNMENT

AUDIENCE PARTICIPATION

Anyone indicating a desire to speak during Public Comments will be acknowledged by the Village President. Please state your name, address and topic when called upon to speak. All remarks are to be addressed to the Village President and Board of Trustees as a whole, not to any specific person(s). Interrogation of the Village Staff, Village President, Village Board or any of their comments will not be allowed at this time. Personal invectives against Village Staff or Elected Officials are not permitted.

To ensure that everyone who wishes to speak has the opportunity to do so, please limit your comments to five minutes. Additional time may be granted at the discretion of the Village President.

If you have written comments, please provide a copy to the Village President. If there are a number of individuals present to speak on the same topic, please designate a spokesperson that can summarize the issue.

During Public Comments, the Village President, Trustees and Staff will listen to comments and will not engage in discussion. The Village President or Trustees may ask questions to better understand your concern, suggestion or request. Please direct any personnel concerns to the Village Administrator before or after the meeting.

"The Village of Gilberts complies with the Americans with Disabilities Act (ADA). For accessibility Assistance, please contact the Village Clerk at the Village Hall, telephone number 874/428-2861." *Assistive services will be provided upon request.*

Village of Gilberts
87 Galligan Road
Gilberts, Illinois 60136
Village Board Meeting Minutes
June 17, 2014

NOT APPROVED MINUTES

1: Call to Order / Pledge of Allegiance

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

2: Roll Call / Establish Quorum

Deputy Village Clerk Beith called the roll. Roll call: Members Present: Trustees Corbett, Mierisch, Zambetti, Farrell, Hacker, and President Zirk. Members Absent: Trustee LeClercq was absent. Others present: Administrator Keller, Finance Director Blocker and Deputy Village Clerk Beith. For members of the audience please see the attached sign-in sheet.

3: Appointments/Reappointments

- A. A Motion to ratify the following appointments and reappointments by the Village President:
1. Reappointment of William Lindoerfer to the Board of Police Commissioners
 2. Reappointment of Matt Sullivan to the Plan Commission and Zoning Board of Appeals
 3. Reappointment of Randy Mills to the Plan Commission and Zoning Board of Appeals
 4. Appointment of Phillip Knudsen to the Plan Commission and Zoning Board of Appeals
 5. Appointment of Randy Mills as Chairperson of the Plan Commission and Zoning Board of Appeals
 6. Reappointment of Susan Davidowski as Vice Chairperson of the Plan Commission and Zoning Board of Appeals

A motion was made by Trustee Farrell and seconded by Trustee Zambetti to ratify the Village President's appointments and reappointments 3A (1-6) as presented. Roll call: Vote: 5-ayes, Trustees Corbett, Mierisch, Zambetti, Farrell, and Hacker. 0-nays, 0-abstained. Motion carried.

4: Public Comment

President Zirk asked if anyone in attendance wished to address the Board Members. William Shank of 114 Glenbrook Circle came forward. Mr. Shank explained that he received an abnormally high water bill, and subsequent investigation failed to find a reason for the high usage. Mr. Shank had his water meter replaced and had a plumber inspect his home. None of the investigative actions found a cause for the abnormally high water bill. To resolve this issue an ongoing investigation ensues, and a bill adjustment to bring the current balance into line with historical usage was implemented.

5: Consent Agenda

- A. A Motion to approve Minutes from the June 10,2014 Special Village Board Meeting
- B. A Motion to approve Bills and Salaries Dated June 17, 2014 as follows: General Fund \$9,554.77, Water Fund \$5,834.29 and Payroll \$76,178.62

C. A Motion to approve the May 2014 Treasurer's Report

President Zirk asked if any of the Board Members wished to remove any item from the consent agenda. The Board Members did not identify any items to be removed. **A Motion was made by Trustee Zambetti and seconded by Trustee Farrell to approve the consent agenda items 5A-5C as presented.** Roll call: Vote: 5-ayes: Trustees Corbett, Mierisch, Zambetti, Farrell and Hacker. 0-nays, 0-abstained. Motion carried.

6: ITEMS FOR APPROVAL

A) A Motion to approve Resolution 31-2014, a Resolution authorizing an agreement with Foley & Lardner LLP for TIF bond counsel services.

Administrator Keller provided the Board members with an overview of the proposed agreement with Foley & Lardner LLP to provide bond counsel services related to the TIF note to be issues for Interstate Partners LLC. Administrator Keller stated Interstate Partners asked for an opinion certifying that the TIF note would be tax exempt and for the preparation of documents related to the tax exempt note and related approval documents. The cost is not to exceed \$35,000.00 which will be paid by Interstate Partners escrow. During a general discussion, Trustee Corbett asked for clarification of a statement in the Foley & Lardner letter which indicated expenses were to be not to exceed \$35,00.00 "assuming a financing that closes during calendar year 2014." President Zirk explained that recommendations made by Foley & Lardner are valid for 2014 and cannot remain valid the following year.

There being no further discussion on the matter, **a Motion was made by Trustee Zambetti and seconded by Trustee Farrell to approve Resolution 31-2014, a Resolution authorizing an agreement with Foley & Lardner LLP for TIF bond counsel services as presented.** Roll call: Vote: 5-ayes: Trustees Corbett, Mierisch, Zambetti, Farrell and Hacker. 0-nays, 0-abstained. Motion carried.

B) A Motion to approve Resolution 32-2014, a Resolution waiving competitive bidding requirements and authorizing an agreement between the Village of Gilberts and Phoenix & Associates to provide professional services for designing and constructing Gilberts Town Center Park Improvements

Administrator Keller provided the Board members with an overview of the proposal for Phoenix & Associates to provide professional services for designing and constructing Gilberts Town Center Park improvements. The proposal takes a design build approach with Phoenix working with the Village to finalize the design and then acting as the general contractor for the completion of park improvements. The contract calls for earthwork and completion of stormwater management facilities needed to properly drain the site, construction of baseball diamonds, installation of splash park improvements, required supporting utilities and playground equipment, construction of a concession/restroom building included related utilities, and expansion of the existing parking lot. The work will be supervised and inspected by Village Engineers from Baxter & Woodman and by Village Staff. Substantial progress shall be made by September 1, 2014 with the project to be completed by December 1, 2014 with a maximum cost not to exceed \$850,000.00. General discussion took place with focus upon the design build process and how subcontractors might be used in the process. George Kanagin of Phoenix & Associates was present, and provided additional verbal detail for the Board.

There being no further discussion on the matter, **a Motion was made by Trustee Zambetti and seconded by Trustee Farrell to approve Resolution 32-2014, a Resolution waiving competitive bidding requirements and authorizing an agreement between the Village of Gilberts and Phoenix & Associates to provide professional services for designing and constructing Gilberts Town Center Park**

Improvements as presented. Roll call: Vote: 5-ayes: Trustees Corbett, Mierisch, Zambetti, Farrell and Hacker. 0-nays, 0-abstained. Motion carried.

C) A Motion to support Kane/Kendall Council of Mayors' decision to change functional Classifications of certain Roadways

Administrator Keller provided the Board members with an over view of the Kane/Kendall Council of Mayors decision to support Federal Aid Urban (FAU) route designation for Mason Road. The FAU designation makes the named roads eligible for federal/state transportation funding and elevates their status as a collector route when competing for funding. The functional classification by the Kane/Kendall Council of Mayors includes Mason Road, Capital Street, and Alft Lane. This area collectively includes roads within the jurisdiction of the City of Elgin and Kane County. General discussion by the Board focused on a range of related topics which included grant funding related to the new status, how the start and end points of the route are designated, and how this road will function in connection with other roads in the vicinity. Discussion of this designation explored the potential impact planned new industrial development may have on the area. Discussion about the impact FAU designation could have on traffic flow was discussed, as was the process and possibility of receiving grant funding to assist with the rebuilding Mason Road.

There being no further discussion on the matter, **a Motion was made by Trustee Farrell and seconded by Trustee Zambetti to approve a Motion to support Kane/Kendall Council of Mayors' decision to change functional Classifications of certain Roadways as presented.** Roll call: Vote: 5-ayes: Trustees Corbett, Mierisch, Zambetti, Farrell and Hacker. 0-nays, 0-abstained. Motion carried.

Items for Discussion

There were no items listed under "Items for Discussion".

Staff Reports

Administrator Keller reported that the Rutland Dundee Fire Protection District was recently engaged in conversation with the Tollway to explore the possibility of alternative public safety routes if the Tyrrell Road bridge were to be completely closed for replacement. One potential route was Industrial Drive to Tollway ROW then across the tollroad way and under the railroad bridge eventually connecting to Raymond Drive. During general discussion, Trustee Zambetti said the school season had the most traffic needing that north south route. President Zirk observed that any limited public safety access had the potential to become construction access. One suggested alternative was using McCornack Road as the access route. Administrator Keller will investigate further and report back to the Board.

Finance Director Blocker stated there was a \$142K surplus in the budget that was transferred into the road improvement fund and the reserve fund. Finance Director Blocker requested clarification on water bill payment issues. Director Blocker explained that some water users who have fallen in arrears, and have established a payment plan begin to skip payments. The payment plan calls for a payment every thirty days. Recently some individuals have skipped payments, pushing the frequency out to a 60 day interval. As part of the every thirty day payment agreement, no late fees are assessed, nor is the fee associated with placing a blue tag assessed. In some cases, payment is made only after the water billing

clerk calls the account holder. Consensus of the Board was to expect individuals adhere to the guidelines of the payment plan with a payment every thirty days. Should the account fail to meet the payment arrangement guidelines, a blue tag will be issued and, if full payment is not made, the water will be shut off.

Board of Trustee Reports

Trustee Hacker stated that the area around Tyrrell Road and Rt. 72 is beginning to look bad. He asked what could be done to remediate the situation. Staff to follow up on this issue.

President's Report

President Zirk reported that the first movie night in the park was very positive and cited the pre-movie activities for kids.

President Zirk mentioned that tap fee legislation had been passed and was sitting on the Governor's desk awaiting his signature. The legislation caps the tap on to the water system fee to no more than two months of water bills.

President Zirk, stating he had been asked a general question about the process of how individuals are appointed to the CERTs program. Participation in CERTs involves vetting for appropriateness, training, and background checks, and President Zirk wondered who guides that process. A brief general discussion of CERTs took place.

Adjournment

There being no further business to discuss, **a Motion was made by Trustee Farrell and seconded by Trustee Zambetti to adjourn from the public meeting at 8:55 p.m.** Roll call: Vote: 5-ayes by unanimous voice vote. 0-nays, 0-abstained. Motion carried.

Respectfully submitted,

William Beith

