

Closest

Village of Gilberts

Village Hall

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

Village Administrator Memorandum 64-11

TO: President Rick Zirk
Board of Trustees

FROM: Ray Keller, Village Administrator *PK*

DATE: October 28, 2011

RE: Village Board Meeting – November 1, 2011

The following summary discusses the agenda items for the Village Board meeting scheduled for November 1, 2011:

1. **CALL TO ORDER**
2. **ROLL CALL / ESTABLISH QUORUM**
3. **PUBLIC COMMENT AND DISCUSSION**
4. **CONSENT AGENDA**

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

A. Motion to approve Minutes from the October 18, 2011 Village Board Meeting
Staff recommend approval of the minutes from the October 11 Committee of the Whole meeting, which are provided for the Board’s review. Please contact Staff prior to the meeting if there are any changes or corrections.

B. Motion to approve Bills and Salaries dated November 1, 2011
Please refer to the enclosed spreadsheet, which lists the bills to be approved. If you need additional information about any of these bills, please contact me or Finance Director Marlene Blocker prior to the meeting. Staff recommend approval.

C. Motion to approve the destruction of Executive Session Audio Files from May 15, 2007 – February 1, 2010 as permitted by 5 ILCS 120/2.06 (3)(c)
Staff recommend approval of the destruction of audio tapes from 70 executive sessions, for which minutes have been recorded and approved. This housekeeping item, which complies with state statute, does not affect the approval or release of any minutes from the recorded executive sessions. Please contact Village Clerk Debra Meadows with any questions about the files to be destroyed.

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

Police Department
86 Railroad Street, Gilberts, Illinois 60136
Ph. 847-428-2954 Fax: 847-428-4232

5. ITEMS FOR APPROVAL

A. Motion to approve Ordinance 30-2011, an Ordinance amending the Village of Gilberts Code Title 2 “Finance and Taxation,” Chapter 4 “Fee Schedule,” Section 2 “Building and Miscellaneous Construction”

Staff recommend approval of this ordinance to amend the fee structure for “miscellaneous” building permits including swimming pools, fences, decks, water heater replacements, and basement remodeling. As discussed at the October 11 Committee of the Whole meeting, this amendment continues the effort to streamline the permitting process and bring the fee structure in line with current costs. The resulting structure reduces the total fees to be paid for inclusive miscellaneous permits (e.g. one inclusive permit for a swimming pool and related inspections instead of separate “ala carte” fees for pool, electrical, plumbing, etc.). Please contact Chief Building Inspector John Swedberg prior to the meeting about any questions or clarifications.

6. ITEMS FOR DISCUSSION

A. Road Program Update

Starting this Saturday, October 29, the road construction crew will begin laying the final road surface in Gilberts Glen, then followed by Dunhill Estates, Indian Trails and Windmill Meadows in that order. Most of the ditch work grading has been completed, which will be finished with topsoil and seed blankets by the landscaper. Staff will provide another update at the meeting.

Staff have received a number of calls questioning the slope between the final pavement and the driveway, which will be 1 inch rise over 1 foot of run by design. The Village Engineers indicated that these questions are common for this stage of the resurfacing project, as it is difficult to visualize how they will close the gap between the edges of the road and the private driveway. We continue to advise residents to wait until the final road surface, the driveway aprons and the ditch restoration are completed to see how everything fits together. The engineers will then re-review the elevations for any minor corrections or modifications that may be warranted.

7. STAFF REPORTS

Staff will provide any new updates at the meeting. Please contact me prior to the meeting if there are any specific topics to be discussed at the meeting.

8. BOARD OF TRUSTEES REPORTS

9. PRESIDENT’S REPORT

10. EXECUTIVE SESSION

Please contact me if you have any questions about executive session topics.

11. ADJOURNMENT

**Village Board of Trustees
Meeting Agenda
Village of Gilberts
87 Galligan Road
Gilberts, Illinois 60136
November 1, 2011
7:00 p.m.
AGENDA**

ORDER OF BUSINESS

- 1. CALL TO ORDER/PLEDGE OF ALLEGIANCE**
- 2. ROLL CALL/ESTABLISH QUORUM**
- 3. PUBLIC COMMENT AND DISCUSSION**
- 4. CONSENT AGENDA**
 - A. A Motion to approve Minutes from the October 18, 2011 Village Board Meeting**
 - B. A Motion to approve Bills and Salaries dated November 1, 2011**
 - C. A Motion to approve the destruction of Executive Session Audio Files from May 16, 2007 – February 1, 2010 as permitted by 5 ILCS 120/2.06 (3) (c)**
- 5. ITEMS FOR APPROVAL**
 - A. A Motion to approve Ordinance 30-2011, an Ordinance amending the Village of Gilberts' Code Title 2 "Finance and Taxation" Chapter 4 "Fee Schedule" Section 2 "Building and Miscellaneous Construction"**
- 6. ITEMS FOR DISCUSSION**
 - A. Road Program Update**
- 7. STAFF REPORTS**
- 8. BOARD OF TRUSTEES REPORT**
- 9. PRESIDENT'S REPORTS**

4A.

**Village of Gilberts
87 Galligan Road
Gilberts, IL. 60136
Village Board
Meeting Minutes
October 18, 2011**

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

Clerk Meadows called the roll. Roll call: Members present: Trustees Corbett, Clark, Mierisch, Farrell, Hacker and President Zirk. Others present: Administrator Keller, Assistant to the Village Administrator Beith and Village Clerk Meadows. For members of the audience please see the attached list.

Public Comment and Discussion

President Zirk asked if anyone in attendance wished to address the Board. There was no comment from the audience.

Consent Agenda

- A. A Motion to approve Minutes from the October 4, 2011 Village Board Meeting
- B. A Motion to approve Minutes from the October 11, 2011 Committee of the Whole Meeting
- C. A Motion to approve Bills and Salaries dated October 18, 2011 as follows: General Fund \$960,627.49, Permit Pass Thrus \$6,577.50, Performance Bonds and Escrows \$2,747.35, Water Fund \$20,019.28, Payroll \$46,475.14.
- D. A Motion to approve the September 2011 Treasurer's Report

A motion was made by Trustee Clark and seconded by Trustee Farrell to approve the consent agenda items A-D as presented. Roll call: Vote: 5-ayes: Trustees Clark, Mierisch, Farrell, Hacker and Corbett. 0-nays, 0-abstained. Motion carried.

Items for Approval

- A. A Motion to approve Resolution 43-2011, a Joint Resolution of the Community Unit School District 300 Communities' Opposition of Amendment 3 of Senate Bill 540.

President Zirk reported that prior to the vote on the Resolution CUSD 300 Vice President, Chris Stanton has requested to be allowed to address the Board.

Vice President Stanton thanked the Board for allowing him the opportunity to address the Board as he has done at the last two meetings.

He went on to discuss the school districts' desire to work with all the parties involved to come up with a solution to keep Sears at its current location as the school district has many parents of students that are employed by Sears. The school district realizes that the retention of Sears is good for our state and for the local communities.

Vice President Stanton went on to comment on the school district's first order of business continues to be removing amendment 3 from Senate Bill 540 or stopping a vote in the veto session. If accomplished, the school district would then begin working on a plan together with all involved parties that they could all support.

Vice President Stanton thanked the Village of Gilberts for entertaining the issue of a resolution to support CUSD 300 in not renewing the Sears EDA and asking the legislators to come up with a better way to better serve all the parties involved. He went on to state that the Village's resolution is well crafted and shows the Village's knowledge of the situation. Vice President Stanton reported that he will remain in the audience this evening in case the Board has any questions.

President Zirk reported that he had lobbied Senator Lauzen to support the resolution. Senator Lauzen will be drafting a parallel bill excluding the EDA. However, the new bill would leave the other funding options that affect other communities in place. Vice President Stanton agreed with the strategy.

Trustee Zambetti arrived at 7:07 p.m.

There being no further discussion, **a motion was made by Trustee Clark and seconded by Trustee Farrell to approve Resolution 41-2011, a Joint Resolution of the Community Unit School District 300 Communities' Opposition of Amendment 3 of Senate Bill 540.** Roll call: Vote: 6-ayes: Trustees Mierisch, Zambetti, Farrell, Hacker, Corbett and Clark. 0-nays, 0-abstained. Motion carried.

Items for Discussion

Road Program Update

Administrator Keller updated the Board on the progress of the road program. He reported at present, the contractor continues to work on reshaping the ditches and completing the underground work.

Administrator Keller went on to report that Peter Baker was not in town today. However, they will have two crews and two machines weather permitting, for the remainder of the week. The contractor should have the final lift on within two weeks. They will once again begin the work in Gilberts Glen and continue north.

Administrator Keller discussed the option of repaving the short streets located in Old Town. He reported that Peter Baker was unsure if they would be available to complete the work this fall. However, they would guarantee the material price to complete the work in spring of 2012. President Zirk recommended keeping the Old Town repaving work on the radar and discussing the matter during the upcoming budget process.

Administrator Keller commented on the fact that some residents might have high expectations with respect to the recent drainage work. He reminded everyone that the project was in reality a road program and all of the drainage concerns might not have been addressed. However, staff along with Phoenix and Associates will continue to address drainage concerns as they arise.

Village Initiatives

1. Business Incentive Plan

Village Administrator Keller noted that several Trustees had identified "Business Incentive Plan" as a high priority for the Village. He was looking for direction from the Board on whether they prefer a set plan or a flexible plan in which incentives are offered on a case by case basis. Administrator Keller discussed the general statement he had drafted in the past which expressed the Village's willingness to use incentives to support economic development in the community. President Zirk favored a flexible approach. Trustee Farrell and Trustee Zambetti agreed.

A lengthy discussion ensued with respect to updating the Village's website with information regarding available land and available industrial sites. Trustee Mierisch discussed the fact that many potential developers had commented on the lack of information on the Village's website. Staff realized the economic development portion of the website needs to be updated.

There was some discussion on who should be soliciting developers to develop in the Village.

Trustee Clark recommended the Village research what the cost would be to lure a developer like a CVS. President Zirk stated that he would contact Mr. Jim Levine (a large developer) to see if he would be interested in attending the next EDC meeting. At that time he could discuss ways in which the Village could actively pursue developers.

A discussion ensued with respect to the most recent traffic counts and the proposed realignment of Galligan Road.

Request tracking software for public services

Administrator Keller reported that staff has begun investigating the use of web-based software systems for receiving, organizing, tracking and responding to resident requests for public works and other services. These systems allow individuals to submit requests for pothole repairs, street light outages, uneven sidewalks, and other concerns through the Village's web site. The software automatically logs and routes the request to the appropriate personnel, allowing the tasks to be prioritized and organized by Staff. The software tracks the request through completion, generating automated status reports back to the individual informing them that their request has been received and when the request is scheduled to be addressed. Trustee Farrell reported that she has in the past used this type of software and found the software to be effective in managing public works type of services. This matter will be discussed further during the budget process.

Staff Reports

Administrator Keller discussed the recent interest the Board expressed with paperless packets. He reported that he had discussed the purchase options with Attorney Tappendorf. She recommends the Village adopt a Technology Policy. The policy would allow for the Board to purchase their own tablets and submit their receipts for reimbursement. President Zirk wants to ensure the software would have the ability to make notes.

Administrator Keller updated the Board on several pending Senate and House Bills.

Administrator Keller reported that employee Aaron Foley has obtained his IEPA Class C Water Operating License.

Trustee Reports

Trustee Corbett inquired if anyone was able to make contact with Mr. Medina. Staff replied no.

Trustee Corbett asked if staff had received the Insurance Certificate for the Renegades. Staff replied no. The Board directed staff to send a letter demanding the Certificate of Insurance be on file with the Village.

Trustee Zambetti requested that prior to adjournment the Board consider entering into a brief Executive Session to discuss a personnel concern.

Trustee Farrell inquired if staff was aware of the YMCA offering a before school program. Staff was unsure. However they will check with the YMCA's staff.

Trustee Farrell asked if staff knew if the YMCA's After School Program had a late fee policy applicable if parents are late picking up their child/children. Staff was not sure. However they will ask the YMCA's staff.

Executive Session

A motion was made by Trustee Zambetti and seconded by Trustee Clark to close a portion of the meeting 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 with no business to follow. Roll call: Vote: 6-ayes: Trustees Corbett, Clark, Mierisch, Zambetti, Farrell and Hacker. 0-nays, 0-abstained. Motion carried.

The Board Members along with Administrator Keller and Clerk Meadows went into Executive Session at 8:15 p.m.

Roll call/Members present

The Board Members reconvened to the public meeting at 8:19 p.m. Clerk Meadows called the roll. Roll call: Members present: Trustees Corbett, Clark, Mierisch, Zambetti, Farrell, Hacker and President Zirk. Others present: Village Administrator Keller and Village Clerk Meadows.

Adjournment

There being no further business to discuss, a motion was made by Trustee Clark and seconded by Trustee Farrell to adjourn from the public meeting at 8:20 p.m. Roll call: Vote: 6-ayes by unanimous voice vote.

Respectfully submitted,

Debra Meadows

For the Record

Good evening, my name is Chris Stanton and I reside at 40W603 Atchison Dr. Hampshire IL.

I am the Vice President of the CUSD 300 school board and Co-Chair of the Finance Committee.

Thank you for allowing me to address you tonight and at 2 of your previous meetings. I promise to be short and share only a brief message with you tonight.

We as a district want to work with all parties involved to come up with a solution to keep Sears at its current location as we have many parents of students that currently work for Sears -- we realize that the retention of Sears is good for our state and our communities.

Our first order of business continues to be removing amendment 3 from SB 540 or stopping a vote on SB 540 in the veto session. If accomplished, WE would then begin working on a plan together that we can all support prior to the expiration of the EDA in 2013.

We appreciate the Village of Gilberts entertaining the issue of a resolution to support CUSD 300 in not renewing the Sears EDA and asking the legislators to come up with a better way to better serve all of the parties involved. Your resolution is well crafted and shows your knowledge of the situation. I will remain in the audience tonight in case you have any questions of me. Again, thank you for bring this resolution to a vote tonight and thank you for your support.

4B.

VENDOR	TOTAL	GENERAL FUND	DEVELOPER DONATIONS	PERMIT PASS THRU	PERFORMANCE BONDS AND ESCROWS	WATER FUND	PAYROLL
GRAND TOTAL	160,200.62	75,175.12	-	-	1,219.11	21,040.02	62,766.37
PAYROLL 10/08-10/22	62,766.37						62,766.37
ACE COFFEE BAR INC.	49.00	49.00					
ACE COFFEE BAR INC.	155.00	155.00					
AT&TVV01	75.00	75.00					
AT&TVV01	60,495.02	51,854.47			473.61	8,166.94	
B&W001	614.49	614.49					
B&W002	100.00	100.00					
B&W002	432.71	432.71					
B&W002	755.00	755.00					
B&W002	216.36	216.36					
B&W002	499.00	499.00					
B&W002	105.00	105.00					
B&W002	50.00	50.00					
B&W002	36.77	36.77					
B&W002	88.25	88.25					
B&W002	10,719.42	176.31				10,543.11	
B&W002	3,598.60	3,315.42				283.18	
B&W002	64.00					64.00	
B&W002	4,000.00	4,000.00					
B&W002	745.50				745.50		
B&W002	922.00	589.00				333.00	
B&W002	259.04	242.03				17.01	
B&W002	5.04	5.04					
B&W002	488.12	363.86				124.26	
B&W002	98.00	98.00					
B&W002	135.75	135.75					
B&W002	630.00	630.00					
B&W002	120.00					120.00	
B&W002	6,421.63	6,421.63					
B&W002	3,854.49	3,854.49					
B&W002	217.56	217.56					
B&W002	194.71					194.71	
B&W002	1,193.81					1,193.81	
B&W002	94.98	94.98					

4C

No back-up

Only requires a motion

5A.

**AN ORDINANCE AMENDING THE VILLAGE OF GILBERTS' CODE TITLE 2
"FINANCE AND TAXATION" CHAPTER 4 "FEE SCHEDULE" SECTION 2
"BUILDING AND MISCELLANEOUS CONSTRUCTION"**

WHEREAS, from time to time the Village Board of Trustees of the Village of Gilberts reviews its Ordinances to determine if they are up to date to meet the changing conditions in the Village; and

WHEREAS, the Village Board of Trustees of the Village have determined that it is in the best interest of the welfare and safety of its citizens to amend the Village Code Title 2, Chapter 4, Section 2 "Building and Miscellaneous Construction", as set forth in this Ordinance; and

WHEREAS, the President and Board of Trustees have determined that this Ordinance would serve and be in the best interest of the Village of Gilberts; and

THEREFORE, BE IT ORDAINED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF GILBERTS, ILLINOIS, as follows:

Section 1. Recitals. The recitals set forth above are hereby incorporated into and made a part of this Ordinance as though set forth in this Section 1.

Section 2. Amendment. Title 2 entitled "Finance and Taxation" Chapter 4 entitled "Fee Schedule" Section 2 "Building and Miscellaneous Construction", is hereby amended to hereafter to read as follows (additions are identified as underlined and deletions are identified by strikethroughs):

Section 3. 2-4-2-3 Slab on Grade Fees: Slab on grade permits are required for the installation of the following: new or replacement sidewalks, new or replacement driveways, driveway expansions, new or replacement patios and any other new, hard surfaced areas. Where no review or inspection by the village engineer is required, the permit fee is ~~one hundred nineteen dollars (\$119.00)~~ One Hundred Six Dollars (\$106.00) which includes village plan review of any approved surface (includes Concrete, Asphalt or Brick Paver) and two (2) inspections. Bonds are required as otherwise provided in this code.

Section 4. 2-4-2 E. Swimming Pools

Basic fee	\$46.00
Fence, electrical and plumbing inspection fees as required in this chapter	
each	\$27.00
<u>In-ground Swimming Pools or Pools w/walls <4' in height w/Safety Barrier:</u>	
<u>Basic fee</u>	<u>\$193.00</u>

Includes: Pool, Equipment, Grounding, Barrier, Concrete Deck and Five Inspections

Does not include: Check Valve Inspection when required

Above-ground Swimming Pools w/walls or walls with top barrier > 4' in height:

Basic fee \$135.00

Includes: Pool, Equipment, Grounding and Three Inspections

Does not include: Check Valve Inspection when required

Section 5. 2-4-2 F. Reroofing

Residential:

Basic Fee \$46.00

Inspections as required by the building department, each \$27.00

Basic Fee \$106.00

Includes Permit and two Inspections

Commercial and Industrial:

Basic Fee \$46.00

Plus rate per 100 square feet roof area \$4.00

Inspections as required by the building department, each \$27.00

Section 6. 2-4-4-G. Residing

Basic fee \$18.00

Inspection as required by the building department, each \$27.00

Basic fee \$106.00

Includes Permit and two Inspections

Section 7. 2-4-2 I. Fences:

Residential:

Basic Fee \$46.00

Inspection as required by the building department, each (minimum 1 required) \$ 27.00

Basic fee \$106.00

Any Approved Type

Includes permit and two inspections

Commercial and industrial:

Basic fee-rate per 100 linear feet or portion thereof \$21.00

Minimum fee \$51.00

Inspections as required by the building department,

Each (minimum 1 required) \$27.00
 Note: A plat of survey is required before a building permit can be issued. See swimming pool fencing if applicable.

Section 8. 2-4-2-K Decks

Basic fee \$46.00
 Inspection as required by the building Department, \$27.00 each (minimum 2 required) \$54.00
 Basic fee \$106.00
Wood or Composite or Combination:
Includes Permit and Two Inspections

Section 9. 2-4-2 L Warm Air and Wet Heating Fees

1. Residential and commercial:
 Basic fee \$51.00
 Plus:
 Gas opening (each) \$9.00
 Replacement or conversion \$10.00
 New installation:
 Input fees (per heating unit):
 0 through 75,000 BTUs \$10.00
 75,001 through 150,000 BTUs \$12.00
 150,001 through 250,000 BTUs \$18.00
 250,001 through 350,000 BTUs \$24.00
 350,001 through 500,000 BTUs \$30.00
 Over 500,000 over 100,000 BTUs \$12.00
 Or fraction
 Plan review as reasonably outlined and charged by the building consultant
 Basic fee \$77.00
Includes Permit and One Inspection

2. When an outside consultant is used for plan review and inspections, there will be a ten percent (10%) administrative fee added to all permits.

Section 10. 2-4-2-2 C Water Heater Replacement

Basic Fee \$51.00
 Inspection, each \$27.00
 Basic fee \$77.00
Includes Permit and One Inspection

Section 11. 2-4-7 Accessory Buildings, Outbuildings and Storage Sheds:

The following fees shall accompany a building permit application for storage shed, accessory building or outbuilding:

<u>Basic fee</u>	\$46.00 plus \$27.00 each inspection
<u>Basic fee</u>	<u>\$77.00</u>
<u>Includes Permit and One Inspection</u>	

Section 12. 2-4-9 Remodeling and Additions Inspections

Remodeling and Additions Other than Basements

Basic fee	\$46.00
For improvements with a valuation of \$0.00 to \$1,000.00 add	\$0.00
Plus rate per each additional \$1,000.00 of valuation or portion thereof	\$18.00
Inspections as may be required by the building department, each	\$27.00

Basement Remodeling Only

<u>Basic fee</u>	<u>\$0.20 per square foot</u>
<u>Includes Permit and Village Inspections</u>	
<u>Does not include outside Agency Plumbing Inspection</u>	<u>\$50.00 per</u>

Section 13. Severability. In the event a court of competent jurisdiction finds this Ordinance or any provision hereof to be invalid or unenforceable as applied, such finding shall not affect the validity of the remaining provisions of this Ordinance and the application thereof to the greatest extent permitted by law.

Section 14. Repeal and Savings Clause. All ordinances or parts of ordinances in conflict with this Ordinance are hereby repealed; provided, however, that nothing herein contained shall affect any rights, actions, or causes of action which shall have accrued to the Village of Gilberts prior to the effective date of this Ordinance.

Section 15. Effective Date. This Ordinance shall be in full force and effect from and after its approval in the manner provided by law.

PASSED BY ROLL CALL VOTE OF THE BOARD OF TRUSTEES of the Village of Gilberts, Kane County, Illinois, this ____ day of _____, 2011.

	<u>Ayes</u>	<u>Nays</u>	<u>Absent</u>	<u>Abstain</u>
Trustee Everett Clark	_____	_____	_____	_____
Trustee Dan Corbett	_____	_____	_____	_____
Trustee Louis Hacker	_____	_____	_____	_____
Trustee Nancy Farrell	_____	_____	_____	_____
Trustee Patricia Mierisch	_____	_____	_____	_____
Trustee Guy Zambetti	_____	_____	_____	_____
President Rick Zirk	_____	_____	_____	_____

APPROVED this _____ day of _____, 2011

(SEAL)

Village President Rick Zirk

ATTEST:

Village Clerk, Debra Meadows

Published: _____

6A.

No back-up

Verbal Report