

**Village of Gilberts  
87 Galligan Road  
Gilberts, IL 60136  
Village Board  
Meeting Minutes  
September 2, 2014**

**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**

Village Clerk Meadows called the roll. Roll call: Members present: Trustees Corbett, Mierisch, LeClercq, Zambetti, Farrell, Hacker and President Zirk. Others present: Administrator Keller, Attorney Tappendorf, Finance Director Blocker and Village Clerk Meadows. For members of the audience please see the attached copy of the sign-in sheet. President Zirk noted that all the Board Members were in attendance and a quorum has been established.

**Consent Agenda**

- A. A Motion to approve Minutes from the August 19, 2014 Village Board Meeting**
- B. A Motion to approve Bills and Salaries dated September 2, 2014 as follows: General Fund \$107,859.66, Permit Pass Thrus \$2,280.00, Performance Bonds and Escrows \$29,151.77, Water Fund \$23,411.07, and Payroll \$73,420.25**
- C. A Motion to approve Resolution 37-2014, a Resolution approving the Executive Session Minutes**

President Zirk reported that Trustee Hacker requested an amendment to the minutes. Village Clerk Meadows had amended the minutes to reflect Trustee Hacker's request and all the Board Members had received copies of the amended minutes.

President Zirk asked if any Board Member wished to remove any item listed on the consent agenda for separate consideration. There were no comments from the Board Members. **A Motion was made by Trustee Farrell and seconded by Trustee Corbett to approve the consent agenda items A-C as presented.** Roll call: Vote: 6-ayes: Trustees Corbett, Mierisch, LeClercq, Zambetti, Farrell, and Hacker. 0-nays, 0-abstained motion carried.

### **Items for Approval**

#### **A Motion to approve Resolution 38-2014, amending 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 reported that as Phoenix progressed with the park development, cost estimates were refined to reflect actual bids received from subcontractors and adjustments for the ComEd connection charge.

Administrator Keller commented on each of the project cost increases. He reported that the splash park and associated utilities were increased by \$38,185.00 due to higher costs for installing the water and sewer lines, including directional boring under Columbia Drive to reach the water main on the north side of the road. A Siamese connection was added to the design to provide a water source for the ice rink. The village can use a hose and save future cost of extending a new water service to the ice rink. A 3" water meter was also added to track water usage over time.

Administrator Keller noted that there was an additional cost for the playground equipment which reflects additional swing set, and slides that were preferred by the residents participating in the focus group. In addition the perimeter of the playground is also fixed by concrete curbing instead of a plastic border, providing for permanent installation and a finished appearance. Phoenix Consultant, Casey Hudson reported in addition to the cost increases Administrator Keller discussed the trades' labor unit costs were greater than anticipated due to the small scope of work.

Administrator Keller continued to discuss the cost increases by reporting that the pavilion building was considerably more expensive than originally anticipated, resulting in a \$94,100 adjustment. The increase was primarily due to a higher ComEd connection charge and the adjustment also adds 2,740 square foot of concrete sidewalk from the accessible parking spaces, around the perimeter of the building, to the far end of the playground/splash park area.

Administrator Keller summarized by reporting that completion of the park improvements as described would require an additional \$102,785.00. Staff recommends allocating two funding sources to accommodate the improvements. He commented that one of the funding sources recommended by staff was to apply \$41,500 from the "contractual services" line item in the Parks budget.

The amount reflects the savings from terminating the agreements with Cemcon and Signature Design Group in favor of utilizing the design- build approach. The second funding source staff recommends is covering the remaining cost with Municipal Impact fees, which is the source of funding for the rest of the park improvement project. Administrator Keller reported that if the Board Members approved the recommended funding sources that would leave \$53,000 in municipal impact fees.

President Zirk questioned the use of the 3" water meter. He was uncertain if the meter would be able to detect small leaks in the system. Consultant Hutson reported that he had discussed the meter size with Water Superintendent Castillo and he recommended the 3" meter to monitor flow more closely. Administrator Keller noted that the 3" meter would also allow staff to monitor peak flow usage.

A lengthy discussion ensued with respect to the Staff's methodology used in adjusting the budget line items. Trustee Hacker inquired if Phoenix and Associates had obtained more than one bid on the various components of the park improvements. Consultant Hutson replied yes, however due to the small scope of work several contractors opted-out of bidding on the project. Trustee Corbett noted that if the Board approved the absorption of the \$41,500.00 which originally budgeted for the contractual services the remaining increase is in reality \$61,285.00.

Trustee Corbett inquired about the timeline for the substantial completion of the park improvements. Consultant Hutson reported that the project is scheduled to be completed in October. The construction delay was due to many factors including weather. Trustee Corbett questioned if Staff intended to start-up the splash pad this year. Administrator Keller replied yes, Staff will initiate both the start-up and shut-down procedures this year.

Trustee Corbett inquired on the status of the ice rink. Administrator Keller reported that Consultant Kannigan is working on obtaining materials to construct an ice rink. There was some discussion on other methods to construct an ice rink.

Trustee Hacker inquired if the use of concrete around the perimeter of the playground was safe for children. Consultant Hutson replied yes, the playground will be filled to the same height as the concrete border and will be ADA compliant.

Administrator Keller noted approval of this Resolution will require a two-thirds vote because it includes a waiver of the competitive bidding process set forth in state statute.

There being no further discussion on this matter, **a Motion was made by Trustee Zambetti and seconded by Trustee LeClercq to approve Resolution 38-2014, a Resolution amending 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 Improvement.** Roll call: Vote: 5-ayes: Trustees LeClercq, Zambetti, Farrell, Hacker, and Corbett. 1-nay: Trustee Mierisch, 0-abstained. Motion carried.

#### **Items for Discussion**

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

#### **Staff Reports**

Administrator Keller reported that Dr. Gabris a professor at Northern Illinois University had inquired if the Village of Gilberts' Board would be interested in allowing his students the opportunity to work with them and the community in drafting a Strategic Plan. A lengthy discussion ensued with respect to the value of a Strategic Plan. The Board Members commented on the fact that NIU is offering this free service, however it would require a lot of Staff time. They questioned if Staff would have enough time to devote to this effort and continue to complete Board assignments and manage the day to day workload. Administrator Keller noted that he would share the Strategic Planning projects responsibilities with Assistant Administrator Beith. The Board Members left the decision of participating with NIU in drafting a Strategic Plan up to Staff. There was no commitment made by Administrator Keller at this time.

Attorney Tappendorf requested the Board Members consider closing a portion of the meeting to discuss current and imminent litigation.

Finance Director Blocker reported that she will be mailing out the third and final meter change-out notice tomorrow. She noted that there are still 112 residences that have not responded to the water meter change out notice. Water is scheduled to be turned-off on September 30th if they don't comply with the final notice and make an appointment to have their meter changed out.

#### **Board of Trustee Reports**

Trustee LeClercq thanked everyone for their well wishes.

Trustee Farrell commented on the fact that recently the Board Members had directed staff to cite Interstate Partners for their property maintenance violations. She noted that there is a similar situation with the property located at the N. E. corner of Tyrrell and Route 72. Trustee Farrell wants to ensure all property owners are subject to the same property maintenance standards and are cited if they are not in compliance with the Village Ordinances.

Trustee Farrell inquired on the status of the Conservancy. Administrator Keller reported that model homes plans have been submitted. Finance Director Blocker reported that to her knowledge the plans have been approved.

Trustee Hacker inquired if Staff has received any more concerns on questionable water meter readings. Finance Director Blocker replied no and staff has not heard back from the one resident questioning his meter reading.

#### **President's Report**

President Zirk had nothing to report at this time.

#### **Executive Session**

**A Motion was made by Trustee LeClercq and seconded by Trustee Corbett to close a portion of the meeting to discuss current and imminent litigation as permitted by 5 ILCS 120/2 (c ) with no business to follow.** Roll call: Vote: 6-ayes: Trustees Corbett, Mierisch, LeClercq, Zambetti, Farrell, and Hacker. 0-nays, 0-abstained. Motion carried.

The Board Members along with Administrator Keller, Attorney Tappendorf, Finance Director Blocker and Village Clerk Meadows entered into Executive Session at 7:52 p.m.

The Board Members along with Administrator Keller, Attorney Tappendorf, Finance Director Blocker and Village Clerk Meadows returned to the public meeting at 8:52 p.m.

#### **Reconvene/Roll Call**

**A Motion was made by Trustee Zambetti and seconded by Trustee LeClercq to reconvene the public meeting at 8:52 p.m.** Roll call: Vote: 6-ayes: Trustees Corbett, Mierisch, LeClercq, Zambetti, Farrell, and Hacker. 0-nays, 0-abstained. Motion carried.

#### **Adjournment**

There being no further public business to discuss, **a Motion was made by Trustee Hacker and seconded by Trustee Zambetti to adjourn from the public meeting at 8:53 p.m.** Roll call: Vote: 6-ayes by unanimous voice vote. 0-nays, 0-abstained. Motion carried.

Respectfully submitted,

Debra Meadows