



Village of Gilberts
87 Galligan Road
Gilberts, Illinois 60136
Committee of the Whole
Meeting Minutes
August 9, 2016

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 Kojzarek, Corbett, LeClercq, Farrell, Hacker and President Zirk. Others present: Administrator Sakas, Attorney Tappendorf, Assistant Administrator Beith, Chief Building Inspector Swedberg, Finance Director Blocker. For members of the audience please see the attached sign in sheet.

Trustee Zambetti arrived at 7:01 p.m.

Public Comment

President Zirk asked if anyone in the audience wished to address the Board Members. There being no comments provided by anyone in the audience the Board Members moved on.

Items for Discussion

Minutes from the August 2, 2016 Village Board Meeting

President Zirk asked if any of the Board Members had any questions or comments on the Village Board Meeting Minutes. The Board Members offered no comments. This matter will be placed on the next consent agenda.

Tree Removal on Public Property

Administrator Sakas discussed the tree removal quotes. He reported that Staff had obtained three quotes for the removal of 500 dead or dying trees located on Village owned properties and parkways. Administrator Sakas noted that the quote received from Dany Tree Service was extremely low. However, Dany Tree Service has removed trees on the Village's behalf in the past and their workmanship exceeded Staff's expectations. President Zirk reported that he was familiar with Dany Tree Service's reputation and agrees with Staff's recommendation. The Board Members concurred with President Zirk's recommendation. This matter will be placed on the next consent agenda.

Industrial Building Facades

Administrator Sakas discussed a recent concern expressed by Trustee Hacker with respect to permitted industrial buildings facades. Trustee Hacker's concern arose when American Recycling submitted a special use petition to operate a wood recycling facility which included constructing a metal building.

Administrator Sakas provided the Board Members with an excerpt from the Village's Unified Development Code. He questioned if the Board Members wished to consider modifying the "metal building" provision. Administrator Sakas asked if the Board Members were comfortable with the percentage of the allowable square footage of an industrial building being metal.

Trustee Hacker reported that he recently had driven around the Village's industrial area and had taken a few pictures of some of the existing industrial buildings. Trustee Hacker proceeded to share the photographs with the Board Members. He noted older metal industrial buildings no longer meet the standard or quality of the newer industrial parks. He suggested the Board Members consider requiring all industrial buildings be constructed of brick or be a tilt—up building.

Trustee Zambetti agreed that the newer industrial parks have increased the professional curb appearance of the Village. However, he was uncertain if requiring all brick or tilt-up construction of industrial buildings would make the Village a desirable community for industrial users to start or relocate their businesses when the roads are deteriorating and Village water and sewer is not available. Trustee Hacker noted that a potential industrial user could always apply for a variance.

Trustee Farrell commented on the fact that the older industrial buildings had been grandfathered in. However, moving forward she to agrees that the industrial buildings should be constructed to mirror the new industrial parks located off of Tyrrell Road and Route 72.

President Zirk discussed amending the UDO to require all industrial buildings be built of brick or be a tilt-up building. He felt this might deter smaller industrial users to set-up businesses in the Village. He questioned what the UDO construction material requirements were for the Commercial buildings. Attorney Tappendorf reported that the construction material for the commercial developments is consistent with the requirements for the industrial buildings.

President Zirk recommended the Board Members send any comments they have on this matter to Administrator Sakas and then Staff can report back.

BS&A Software Implementation Server Upgrades & Connectivity Discussion

Administrator Sakas discussed the implementation of the new accounting and building software.

He reported that the Village's IT consultants found that the current Village's server is inadequate to meet the new software's demands. He went on to report that the current server is six years old and scheduled to be replaced in 2017.

Administrator Sakas discussed the Board's option. He reported that the Board could choose to upgrade the current server at a cost of \$7,364.96 then replace it next year or replace the old server with a new server at a cost of \$16,496.32. Administrator Sakas commented on the fact that the FY-17 budget does not include a server replacement or upgrade. However, if approved Finance Director Blocker recommends using some of the FY-16 revenue surplus to purchase a new server or upgrade the current server.

Administrator Sakas reported that the new or upgraded server would be housed in the Village Hall allowing all users access to the data. The current radio connection to the Police Station and Public Works is not optimal for the operation of the software. Fosiva's fiber optic line is physically within both Village Hall and 73 Industrial Drive. Staff is working with Fosiva to supply the buildings with fiber optic high speed internet service.

Trustee Farrell questioned why the server's capability to support the software was not investigated sooner. Finance Director Blocker reported that BS&A had informed Staff that the current server was adequate. However, CTC investigated the BS&A support requirements and found that the current server was inadequate.

President Zirk asked if the Board Members were in favor of replacing the current server. The Board Members agreed. This matter will be placed on the next consent agenda.

Prairie Business Park/Interstate Partners LLC Request

Administrator Sakas reported that Interstate Partners has made three requests of the Village Board. He proceeded to discuss their requests. Administrator Sakas reported that their development agreement requires them to submit plans for the office/retail phase of the development by May 6, 2017. Although the Shell gas station is very close to being permitted, the remaining office/retail properties have yet to be determined despite marketing efforts. Interstate Partners is requesting a 4-year extension. He noted that Staff has no objections to their request.

Administrator Sakas discussed Interstate Partner's second request. They are asking the Village consider accepting their trail system. He noted that Staff is in the process of inspecting the trail system and the easement dedications.

Administrator Sakas discussed Interstate Partner's third request. Interstate Partners was asking the Board Members consider granting an extension for the completion of the retail portion of trail and sidewalks until June 30, 2017. Administrator Sakas reported that Staff has no objections to this request.

If the Board Members were in favor of granting them the extensions Staff will draft the necessary agreements and ordinances to amend Prairie Business Park Development Agreement. The Board Members concurred with Staff's recommendation. This matter will be placed on the next consent agenda.

Town Center Park Equipment/Riverboat Grant

Administrator Sakas discussed the Town Center Park improvements which are partially funded by the Kane County Riverboat Grant. He reported that the project total was identified as \$35,822.00 and the Riverboat Grant awarded the Village \$21,340.00 leaving the Village with a balance of \$14,482.00.

Due to current manpower constraints, Staff had requested bids to construct the pavilion. The lowest bid received was in the amount of \$7,800.00. Administrator Sakas reported that Staff is looking for direction on if the Board Members were in favor of outsourcing the construction of the pavilion. A lengthy discussion ensued with respect to Public Works staffing levels. The Board Members concurred that they were in favor of outsourcing the construction of the pavilion. This matter will be placed on the next consent agenda.

Chief Building Inspector Swedberg reported that he recently hired a permanent part-time laborer who is scheduled to start on Monday, August 15th.

Trustee Farrell recommended Public Works heavily reseed Town Center Park next spring.

Administrator Sakas reported that Staff will continue to investigate other Public Works task that could be outsourced.

Conservancy Park Plan

President Zirk commented on the fact that a couple of the Trustees have expressed some thoughts with respect to alternative Conservancy park plans. Trustee Farrell suggested using park impact to complete Town Center Park prior to constructing improvements in the Conservancy.

Trustee Farrell commented on the fact that in her opinion she doesn't believe the proposed Conservancy neighborhood 2 park would serve the whole community. In addition, many of the other current community parks offer a sufficient amount of ball fields and soccer fields.

There was some discussion with respect to the park impact fees. Trustee Farrell questioned how many homes are located within the 158 park district. Administrator Sakas stated he was unsure. However, Staff will research the number of homes that are located within the 158 park district and report back.

Attorney Tappendorf noted that Gilberts LLC will have to request final plat for each of the neighborhoods at which time the park concept plans will need to be submitted.

Trustee Zambetti reported that he had drafted a Conservancy park concept and shared his ideas with Developer Mertz. He asked Developer Mertz to just review the concept plan and provide him with feedback.

Trustee Zambetti discussed his vision on what a Conservancy regional park could look like. He noted that his concept plan is similar to a park in Crystal Lake. Trustee Zambetti thought the best location for the park would be off of Galligan Road with a parking lot directly adjacent to Galligan Road. Trustee Zambetti discussed some of his proposed park amenities. He suggested the park have a large lake which could accommodate kayaks, paddle boats and other non-motorized boating activities. In addition, the lake would have fishing docks and boat ramps. Trustee Zambetti elaborated on his concept plan by stating the park would be home to a Frisbee golf area, and walking trails. Trustee Zambetti believed that these park amenities would provide the residents with options other than just field space.

Trustee Corbett asked if Trustee Zambetti had a timeline for the park completion. Trustee Zambetti stated that he would rather have the improved park sooner than later. Trustee Zambetti would like to see the park improvements within the next 1-2 years.

Trustee LeClercq noted that the Crystal Lake Park Trustee Zambetti is referencing was once a quarry and is run by the Crystal Lake Park District.

President Zirk discussed the 3 park options currently under discussion.

- Option 1- approve Developer Mertz's park plan
- Option 2-finish the improvements in Town Center Park
- Option 3-approve the lake with amenities plan

The Village Board along with Staff discussed the parks located in Gilberts Town Center and Timber Trails. The Board Members discussed the fact that the neighborhood tot lots are owned by the Village and maintained by the HOA. A lengthy discussion ensued with respect to park ownership and maintenance responsibilities.

Developer Mertz elaborated on Trustee Zambetti's park plan. He believed it would be an appropriate transition to the Forest Preserve property which abuts his trail system. There was some discussion with regards to donating land to the Forest Preserve.

The Board Members along with Staff discussed what park improvements would qualify as reimbursable expenses.

Trustee Hacker liked the concept of Trustee Zambetti's proposed park plan.

There was some discussion on the estimated cost of Trustee Zambetti's plan. Developer Mertz estimated the cost at 1 Million dollars. President Zirk noted that in order for the Village to receive 1 Million dollars in impact fees the Developer would have to sell 357 homes which by the recent home sales rate would take approximately six years.

Administrator Sakas suggested the Board Members organize a parks planning committee. Trustee Zambetti was opposed to that idea. He noted that in the past when the Village had a park committee the committee would develop park plans and the Board as a whole would reject the plans.

There was some discussion on the fact Developer Mertz has stated that regardless of how many park acres he donated the total amount of impact fees would remain the same. He would not ask for additional credits for the donation of additional open or park space. Developer Mertz agreed that this is his position.

The Board Members will continue to engage in the park improvement conversations.

Staff Reports

FYE'16 General Fund Surplus Plan

Administrator Sakas discussed the FYE'16 General Fund Surplus. He reported that as of April 30, 2016 the Village has a General Fund surplus in the amount of \$194,000. After the FY-17 BS&A Software expenditure in the amount of \$55,000 the Village will have a General Fund surplus in the amount of \$139,000. If the Board Members approved the purchase of the server and the tree removal expenses the Village will carry over a General Fund surplus in the amount of \$113,000.

This amount would then be added to the Village's current reserve account bringing the total amount in the reserve account to \$899,000 which represents a reserve of 3 months' expenses. The Board Members concurred with Staff recommendation.

Administrator Sakas informed the Board Members that this is the last chance to provide Staff with any changes on the Fall Newsletter. The Board Members offered no comments. The newsletter will go to press Wednesday morning.

Administrator Sakas reported that Staff has been trying to schedule a meeting with Ryland Homes to discuss various concerns. However, many of their staff members have been on vacation. Staff will continue to reach out to Ryland Homes represents.

Administrator Sakas reported that Staff continues to draft the 2017 Residential Calendar.

Administrator Sakas reported that Kane County is considering a special use petition to construct a cellular tower. President Zirk noted that he would rather encourage cellular carriers to co-locate their equipment.

Assistant Administrator Beith reported that WOW has placed larger logo signs on their trucks.

Chief Building Inspector Swedberg reported that the new public works laborer is scheduled to start on Monday, August 15th.

Finance Director Blocker reported that the audit is at the printer to be bound.

Trustees' Reports

None of the Trustees offered any comments or reports.

President's Report

President Zirk offered no reports.

Executive Session

President Zirk asked the Board Members and Staff if they had any reason to enter into executive session. Neither the Board Members nor Staff offered any comments.

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Adjournment

There being no further public business to discuss, a Motion was made by Trustee Zambetti and seconded by Trustee Farrell to adjourn from the public meeting at 9:36 p.m. Roll call: Vote: 6-ayes by unanimous voice vote. 0-nays, 0-abstained. Motion carried.

Respectfully submitted,

Debra Meadows