

Village of Gilberts

Village Hall
87 Galligan Road, Gilberts, IL 60136
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www.villageofgilberts.com

Village Administrator Memorandum 15-15

TO: President Rick Zirk
Board of Trustees

FROM: Ray Keller, Village Administrator

DATE: February 27, 2015

RE: Village Board Meeting – March 3, 2015

The following summary discusses the agenda items for the Village Board meeting scheduled for March 3, 2015:

1. CALL TO ORDER

2. ROLL CALL / ESTABLISH QUORUM

3. RECOGNITION

A. Shop with a Cop Ward

Police Chief Lou Rossi will recognize Dan and Sue Corbett, Mobil owner Jim Hill, Cruisin' owner Rob Lange, and Eagles Club President Jim Bernhardson for their contributions to this year's Shop with a Cop program.

4. PUBLIC COMMENT

5. CONSENT AGENDA

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

A. Motion to approve Minutes from the February 24, 2015 Village Board Meeting

Staff recommend approval of the enclosed minutes from the February 24 Village Board meeting. Please contact Village Clerk Debra Meadows prior to the meeting with any corrections or questions.

B. Motion to approve Bills & Salaries dated March 3, 2015

Please refer to the enclosed spreadsheet, which lists the bills to be approved. Staff recommend approval. If you need additional information about any of these bills, please contact me or Finance Director Marlene Blocker prior to the meeting.

C. Motion to approve Ordinance 05-2015, an Ordinance establishing a Water System Connection Incentive Program for the Central Area TIF

Approval of this resolution would establish a program encouraging properties in the Central Area TIF district to connect to the Village's potable water system by waiving repayment of a recapture agreement and allowing installment payments on water capital connection fees.

In 2011, the Village paid \$148,454 in principal and interest to buy out a 2007 recapture agreement that paid for extending a water main to the industrial park on the south side of Higgins Road. The recapture agreement, with the interest capped as of 2011, calls for 36 properties to pay \$3,258 for their shares of the recapture agreement. Three other properties that were immediately adjacent to the water main owe \$10,385 each.

To encourage nonresidential properties in the TIF district to connect to the water system, the incentive program would waive collection of the recapture fee. Reducing the upfront cost of connecting the Village's potable water system by \$3,258 (or \$10,385 for three properties) represents a significant commitment to improving water quality and fire protection throughout the industrial park area. To pay the recapture agreement, the Village used \$48,454 from the water enterprise fund to supplement the \$100,000 in TIF funds that were available at that time. Staff will apply future years' TIF revenues to repay the \$48,454 to the water fund as funds become available overtime.

The program would also allow property owners to pay the water capital connection fee (\$4,200 for a 4-inch connection or \$6,825 for a 6-inch connection) in installments collected through the regular water bills. The unpaid connection fee would be secured against nonpayment through late fees, shutoffs and/or liens against the property, as with any other water customer. The incentive program will end twenty-four months after the approval of the resolution, at which time the Village may consider restructuring the repayment of the unpaid balance on the recapture fee.

Staff recommend approval of the resolution. The proposal was reviewed and added to the consent agenda at the February 24 meeting. Please contact me with any questions or requests for supplemental information that may be needed at the meeting.

D. Motion to approve the updated salary structure and job descriptions for Utilities Technician positions

Staff recommend approval of the updated salary structure and job descriptions for Utilities Technician I, II and III positions. The increased competition for qualified water/wastewater operators prompted Staff to prepare new job descriptions and wage ranges contingent upon tiered job responsibilities and certifications. The provided job descriptions detail the specifics for three new positions: Technician I, an early-career technician with entry-level certifications; Technician II, a mid-level position requiring certifications corresponding with greater technical expertise and experience, Technician III, an advanced position with considerable experience to whom the operation of either the water or wastewater operations could be entrusted.

The accompanying salary structure was also adjusted to reflect a 5% total inflationary increase since its approval in 2008 and to add the Utilities Technicians positions to the

chart. Upon approval, Staff will proceed with filling one Technician III position and two Technician I positions, depending on the qualifications of the applicant(s). This would result in a total of four full-time positions (including the Superintendent) assigned to the water/wastewater operations. The positions will be added to the draft enterprise fund budget for FY 2016.

The job descriptions and salary table were reviewed and added to the consent agenda at the February 24 meeting. Please contact me with any questions or requests for supplemental information that may be needed at the meeting.

6. ITEM FOR APPROVAL

A. Resolution 12-2015, a Resolution urging the Governor and General Assembly to protect full funding of Local Government Distributive Fund Revenues.

7. ITEMS FOR DISCUSSION

A. Fiber Project Referendum Question

At the meeting, Staff will provide an update on the fiber optics project and the upcoming referendum question regarding extending the network throughout the Village. Staff will outline the information to be presented to the public ahead of the April election. Please contact me or Assistant Administrator Bill Beith with any specific questions or requests for supplemental information that may be needed at the meeting.

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 with any questions about executive session topics.

12. ADJOURNMENT

**Village Board of Trustees
Meeting Agenda
Village of Gilberts
87 GALLIGAN ROAD,
GILBERTS, ILLINOIS 60136
March 3, 2015
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. Shop with a Cop Award
- 4. PUBLIC COMMENT**
- 5. CONSENT AGENDA**
 - A. A Motion to approve Minutes from the February 24, 2015 Village Board Meeting
 - B. A Motion to approve Bills & Salaries dated March 3, 2015
 - C. A Motion to approve Ordinance 05-2015, an Ordinance establishing a Water System Connection Incentive Program for the Central Area TIF
 - D. A Motion to approve the updated salary structure and job descriptions for Utilities Technicians positions
- 6. ITEMS FOR APPROVAL**
 - A. A Motion to approve Resolution 12-2015, a Resolution urging the Governor and General Assembly to protect full funding of Local Government Distributive Fund Revenues
- 7. ITEMS FOR DISCUSSION**
 - A. Fiber project referendum question
- 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 portion of the Village Board Meeting will be acknowledged by the Village President. 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 other negative 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 Disabilities Act (ADA). For accessibility Assistance, please contact the Village Clerk at the Village Hall, telephone number is 847-428-2861". Assistive services will be provided upon request.

**Village of Gilberts
87 Galligan Road
Gilberts, IL. 60136
Village Board
Meeting Minutes
February 24, 2015**

Call to Order/Pledge of Allegiance

President Zirk called the meeting to order at 7:01 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, Zambetti, Farrell and President Zirk. 2-absent: Trustees LeClerc and Hacker. Others present: Administrator Keller, Attorney Tappendorf, Finance Director Blocker, Assistant Administrator Beith and Village Clerk Meadows. For members of the audience please see the attached copy of the sign-in sheet.

Public Comment

President Zirk acknowledged the presence of Illinois State Representative Steve Anderson. He welcomed him to the meeting and asked if he would like to address the Board and those in attendance. Representative Anderson thanked the Board Members for the warm welcome and continued on to introduce himself.

Representative Anderson noted that he is a newly elected Illinois State Representative for the 65th District. He represents a small portion of the Village of Gilberts. However, Representative Anderson promised to assist the community as a whole.

Representative Anderson discussed his previous experience as a municipal attorney for 25 years. In addition, he served as general counsel for Metro West Council of Government. He reported that the reason he was attending the meeting was to open a dialog with the Board Members and the community.

Representative Anderson commented on Governor Rauner's recently proposed budget which included reducing the local share of state income tax by 50%. He stated that he recently had a conversation with the Governor advocating against reducing the local government share of the LGDF revenue.

He reported that he had expressed to the Governor how important local government services are to the communities they serve and the devastating impact this action would cause. Many communities have no other source of revenue other than the LGDF funds. Representative Anderson noted that he will continue to aggressively work on behalf of local government as the budget discussions continue.

Representative Anderson reported that his office is located in Geneva and is now open. In addition, he plans on having a mobile office and would like to bring the mobile office periodically to Gilberts. In closing Representative Anderson thanked the Board Members for their time and noted that he looks forward to serving the Village of Gilberts.

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

Consent Agenda

- A. A Motion to approve Minutes from the February 3, 2015 Village Board Meeting**
- B. A Motion to approve Minutes from the February 10, 2015 Special Village Board Meeting**
- C. A Motion to approve January 2015 Treasurer's Report**
- D. A Motion to approve Bills & Salaries dated February 24, 2015 as follows: General Fund \$93,818.03, Permit Pass Thrus \$1,159.50, Performance Bonds and Escrows \$8,839.75, Water Fund \$24,590.90 and Payroll \$124,346.99**
- E. A Motion to approve Resolution 07-2015, a Resolution authorizing a Professional Service agreement between the Village of Gilberts and Current Technologies to provide IT services**
- F. A Motion to approve Resolution 08-2015, a Resolution for participation in State of Illinois Federal Surplus Property Program**
- G. A Motion to approve Resolution 09-2015, a Resolution authorizing a purchase agreement between the Village of Gilberts and Currie Motors for one Ford Utility Police Interceptor**
- H. A Motion to approve Resolution 10-2015, a Resolution authorizing a purchase agreement between the Village of Gilberts and Bob Ridings Fleet Sales for one F350 Public Works Truck**

President Zirk inquired if there was any items listed on the consent agenda any of the Board Members wished to remove. There were no comments provided by any of the Board Members. **A motion by Trustee Zambetti and seconded by Trustee Farrell to approve the consent agenda items A-H as presented.** Roll call: Vote: 4-ayes: Trustees Corbett, Mierisch, Zambetti, and Farrell. 0-nays, 0-abstained. Motion carried.

Items for Approval

A Motion to approve Resolution 11-2015, a Resolution ratifying an Electric Service Agreement between the Village of Gilberts and Dynegy Services

Administrator Keller reported that this resolution ratifies a contract with Dynegy Energy Services for electricity for the Village's water/wastewater plants and streetlights. As established by Resolution 02-2012, which authorized the Village Administrator the authority to solicit bids for electricity through the Northern Illinois Municipal Electric Collaborative (NIMEC). Administrator Keller noted that Resolution 02-2012 was executed due to the time-sensitive bid proposals that expire after a 24-hour review period.

Administrator Keller discussed the bidding process. He reported that each municipality received one and two year proposals from three bidders. Dynegy was the lowest bidder at 5.21 cents/kilowatt hour for a two-year term or 5.34 cents/kilowatt hour for a one year term. The two-year rate constitutes a 26% increase over the expiring three year contract. Administrator Keller informed the Board Members that the 26% rate increase will have an impact on the enterprise fund.

There being no further discussion on Resolution 11-2015, a Motion was made by Trustee Zambetti and seconded by Trustee Farrell to approve Resolution 11-2015, a Resolution ratifying an Electric Service Agreement between the Village of Gilberts and Dynegy Energy Services. Roll call: Vote: 4-ayes: Trustees Mierisch, Zambetti, Farrell and Corbett. 0-nays, 0-abstained. Motion carried.

Items for Discussion

Resolution 12-2015, a Resolution waiving collection of the Hill-Newby Recapture Agreement and authorizing the nonresidential water connection program

Administrator Keller recalled a recent meeting in which the Board Members discussed incentives to encourage nonresidential properties to connect to the Village's water system by waiving repayment of a recapture agreement and allowing installment payments on tap-on fees.

Administrator Keller provided the Board Member with a historical overview of the recapture agreement. He noted that in 2011 the Village paid \$148,454.00 in principal and interest to buy out a 2007 recapture agreement that paid for extending a water main to the industrial park on the south side of Higgins Road. The recapture agreement required 36 properties to pay \$3,258 for their share on the infrastructure improvements and each of the other three properties that were immediately adjacent to the water main pays \$10,385.00.

Administrator Keller went on to discuss the establishment of the Central TIF district in 2008. The intent of the creation of the TIF district was to assist in paying for water, sewer and road improvements in the industrial park area, waiving the recapture fees would be consistent with the intent of the TIF District.

Administrator Keller explained the funds used to purchase the recapture agreement. He noted that the Village used \$48,454.00 from the water enterprise fund to supplement the \$100,000.00 TIF funds that were available at that time. Administrator Keller suggested the Board Members may want to consider using future TIF revenue to repay the \$48,454.00 to the water fund.

Administrator Keller questioned if the Board Members wanted to consider waiving the recapture fees and providing for installment payments for the tap-on fees case by case or did they want to implement the nonresidential water connection program Village Wide. Trustee Zambetti expressed concern with implementing the program for new development. In his opinion he thought this program was to assist existing property owners on private wells to connect to the Village water system.

President Zirk was in favor of narrowing the scope. He thought the program should be used as incentive to eliminate the use of private wells and have additional users on the Village water system. In addition, there may be other incentives the Village could offer to new development other than offering this program up-front. The Board Members concurred with President Zirk's recommendation to offer this program to the existing business owners currently on private wells.

President Zirk commented on the intent of the connection incentive program was to encourage properties located in the Central TIF area currently using private wells to connect to the Village's water system. President Zirk recommended adding a sunset provision to the program thus encouraging eligible property owners to connect sooner rather than later. The Board Members agreed. There was some discussion on the duration of the sunset provision. Attorney Tappendorf noted that the Board would have the authority to extend the program. The Board Members agree on drafting an Ordinance establishing a two-year incentive program. This Ordinance will be placed on the next consent agenda.

Staffing Plan Update

Administrator Keller reported that over the past twelve months, the Village lost three water/wastewater line operators to other municipalities that offered significantly higher wages for comparable duties and qualifications. All three employees had approximately two years of experience and had entry-level water or wastewater certifications.

Administrator Keller discussed the three proposed water/wastewater job classifications. He reported that Utilities Technician I is an entry-level technical position. Work performed under this classification is performed under the supervision of the Utilities Superintendent.

Administrator Keller commented on the job classification for Utilities Technician II. He noted that this classification is an advanced technical position with work performed under the supervision of the Utilities Superintendent.

Administrator Keller commented on the final job classification for Utilities Technician III. He reported that this position is a highly advanced technical position and includes situational supervisory responsibilities.

President Zirk inquired if these positions were similar to other municipalities' job classifications. Administrator Keller replied there were similar, however each municipality has different water and wastewater facilities and operational needs.

President Zirk inquired if the staffing structure was similar to the police department with respect to placement based on departmental need. Administrator Keller replied yes. There would have to be positions available before a Tech would be promoted. President Zirk recommended Staff make this policy very clear so no employee is disappointed if they acquire all the applicable certifications and then there are no positions opened at that time so they are not promoted. Administrator Keller agreed this policy will be made very clear. There was no further discussion, the job classifications will be placed on the next consent agenda.

Staff Reports

Administrator Keller reported that this morning he along with Assistant Administrator Beith attended the Metro West Council annual legislative breakfast. There were ten State Representatives and State Senators in attendance. The discussions mainly focused on Governor Rauner's threat of reducing the local governments' share of the LGDF revenues.

Assistant Administrator Beith commented on the Citizen Advisory Group meeting. The Citizen Advisory Group consisted of residents and business owners which had expressed interest in fiber optic services. The focus of the meeting was to receive feedback on the referendum question with respect to a Village wide fiber optic network. The consensus of the group was that the message to the voters would be better received if the Village could provide information on who was going to be the content provider and the cost breakdown of their packages. The Board Members agreed. They suggest Staff obtain the estimated cost of the content provider's services. Assistant Administrator Beith reported that he does have the cost of the internet services. However, when you add data and other services the projected cost is difficult to estimate. At the next scheduled Board meeting Staff will provide the Board Members with the draft Referendum educational message.

Board of Trustees Reports

Trustee Corbett commented on the recent fire which destroyed the Forming Concepts' facility. He questioned the amount of water used to contain the fire relative to the total Village water usage. Finance Director Blocker reported that the water used to battle the fire was equal to one warm day of the total Village water usage.

Trustee Mierisch directed Staff to place information on the Village's website announcing free programs offered by ECC that help small businesses succeed.

Administrator Keller reported that there is a business owner interested in opening a brew pub in town. The Board Members express an interest in this type of business in town. Staff will draft language amending the Village Code to allow for this type of business.

Trustee Farrell inquired on the methodology Staff will be using in drafting the FY-2016 budget with the threat of possibly losing half of the LDGF revenue in July. Administrator Keller reported that Staff will draft the budget in the same manner they have in the past and if needed draft budget amendments at a later date.

President's Report

President Zirk acknowledged and congratulated Finance Director Blocker for achieving the GFOA award for outstanding achievement in popular annual financial reporting.

President Zirk commented on the current building permit fees. He questioned why the Village still requires homeowner to submit a bond for their building projects. President Zirk didn't believe most communities require a bond. In addition, President Zirk noted that many communities provide residents with the option to apply for a building permit electronically. Administrator Keller stated that he was aware of software applications that allow residents to apply online. Administrator Keller reported he will have Staff research the current building permit fee schedule and software application that allow submitting building permit applications electronically. This matter will be discussed in detail at an upcoming Village Board Meeting.

Executive Session

Attorney Tappendorf requested the Board Members consider entering into Executive Session to discuss current litigation.

A Motion was made by Trustee Zambetti and seconded by Trustee Corbett to close a portion of the public meeting with business to follow 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. Roll call: Vote: 4-ayes: Trustees Zambetti, Farrell, Corbett and Mierisch. 0-nays, 0-abstained. Motion carried.

The Board Members along with Administrator Keller, Attorney Tappendorf, Assistant Administrator Beith, Finance Director Blocker and Village Clerk Meadows entered into Executive Session at 8:06 p.m. and returned to the public meeting at 8:47 p.m.

Reconvene/Roll Call

A Motion was made by Trustee Farrell and seconded by Trustee Corbett to reconvene the public meeting at 8:48 p.m. Roll call: Trustees Corbett, Mierisch, Zambetti, Farrell and President Zirk. Others present: Administrator Keller, Attorney Tappendorf, Assistant Administrator Beith, Finance Director Blocker and Village Clerk Meadows.

Items for Approval

A Motion to approve a settlement of the Gilberts v. Copenhagen litigation in accordance with the terms discussed in executive session and directs the Village Attorney to present a consent order to the circuit court for approval.

A Motion was made by Trustee Corbett and seconded by Trustee Zambetti to approve a settlement of the Gilberts v. Copenhagen litigation in accordance with the terms discussed in executive session and directed the Village Attorney to present a consent order to the circuit court for approval. Roll call: Vote: 4-ayes: Trustees Farrell, Corbett, Mierisch and Zambetti. 0-nays, 0-abstained. Motion carried.

Adjournment

There being no further public business to discuss, **a Motion was made by Trustee Corbett and seconded by Trustee Zambetti to adjourn from the public meeting at 8:50 p.m.** Roll call: Vote: 4-ayes by unanimous voice vote. 0-nays, 0-abstained. Motion carried.

Respectfully submitted,

Debra Meadows

Village of Gilberts
87 Galligan Road
Gilberts, Illinois 60136
Special Village Board Meeting
February 24, 2015
7:00 p.m.
Sign-in-Sheet

Name

Contact Information (Optional)

Tom Wada

[illegible]

ORDINANCE

VILLAGE OF GILBERTS

**An Ordinance Establishing a Water System
Connection Incentive Program for the Central Area TIF**

WHEREAS, on October 2, 2007, the Village of Gilberts entered into an Agreement with Hill-Newby LLC for the recapture of eligible costs associated with the construction of a new public water main; and

WHEREAS, in 2011, pursuant to Resolution 15-2011, the Village Board authorized the repayment of the Hill-Newby Recapture Agreement at a total cost of \$148,454 paid with \$100,000 in Central Area TIF funds and \$48,454 in water enterprise funds; and

WHEREAS, the Village Board desires to transfer \$48,454 in Central Area TIF funds as they become available to the water enterprise fund to reimburse that fund for the buy-out; and

WHEREAS, the Village Board also desires to establish a two-year incentive program to encourage properties located in the Central Area TIF that are currently using private wells to connect to the Village's potable water system; and

WHEREAS, the incentive program would provide for a waiver of the Hill-Newby recapture fees that eligible property owners would otherwise be required to pay in order to connect to the Village's water system; and

WHEREAS, the incentive program would also allow eligible property owners to pay the water connection fee required by section 2-4-5-1 of the Village Code to be paid over a period of time not to exceed three years from the date of connection to the Village's water system.

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. Establishment of Incentive Program. The Village Board of the Village of Gilberts hereby establishes the "Central Area TIF Water Connection Incentive Program," as follows:

Central Area TIF Water Connection Incentive Program

- A. **Eligible Properties.** All properties located within the Central Area TIF that are utilizing private wells for their potable water needs as the effective date of this Ordinance are eligible to participate in the incentive program at the time they connect to the Village's water system.

B. Incentives for Water Connection. Any eligible property that connects to the Village's water system within two years from the effective date of this Ordinance is eligible for the following incentives for connection to the Village water system:

1. A full waiver of the recapture fees that would be otherwise required by the Hill-Newby Recapture Agreement.
2. Payment of the water connection fee required by section 2-4-5-1 of the Village Code in installments over a period not to exceed three years from the date of connection to the Village's water system.

C. Direction to Village Staff. The Village Administrator and the Treasurer/Finance Director are authorized to execute any documents that are necessary and convenient to implement the incentive program as approved by this Ordinance, including reviewing applications from property owners, determining eligibility, approving the recapture waiver, and formalizing the details of the payment installment plan.

D. Extension of the Incentive Program. The Village may, but is not obligated to, extend this program beyond the initial two-year period by approval of the Village Board.

Section 3. Transfer of Funds. The Village of Gilberts hereby authorizes and directs the Treasurer/Finance Director to transfer \$48,454 in Central Area TIF funds, as they become available, into the water enterprise fund to refund the amount utilized to pay the Hill-Newby Recapture Agreement as approved by Resolution 15-2011.

Section 4. 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 _____, 2015.

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

APPROVED this _____ day of _____, 2015

(SEAL)

Village President Rick Zirk

ATTEST:

Village Clerk, Debra Meadows

Published: _____

**Village of Gilberts
Classification Description**

Classification Title:	Utilities Technician I	Department:	Public Works
Classification Grade:	4	FLSA Exempt:	Non-exempt
Reports To:	Utilities Superintendent	Emergency Response:	Yes

Purpose of Classification

The purpose of this entry-level technical position is to operate and maintain the Village's water and wastewater treatment facilities and systems. Position is responsible for the daily operation of the water plants, wastewater plants, and associated equipment. Work is performed under the supervision of the Utilities Superintendent.

Essential Duties and Responsibilities

The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

1. Inspects, maintains and monitors water plant equipment and pumps; makes adjustments to water pumpage and water treatment processes as necessary.
2. Inspects, maintains and monitors wastewater treatment plant equipment and pumps; makes adjustments to wastewater treatment processes as necessary.
3. Maintains compliance with Illinois Environmental Protection Agency standards for water and wastewater treatments; collects samples and tests for water equality; prepares reports for IEPA and other regulatory agencies.
4. Prepares monthly chemical usage reports.
5. Maintains inventory of parts, chemicals and equipment; cleans and participates in the maintenance of facilities including sludge processing, aerobic digesters, bar screens, grit chambers, etc.
6. Flushes hydrants.
7. Oversees the installation and maintenance of water meters; repairs and replaces faulty meters.
8. Collects water usage readings; downloads and prepares readings for billing; verifies accurate meter reads and billing.
9. Performs chemical, bacteriological and physical tests of raw, partially treated, and treated wastewater to determine effectiveness and efficiency of water and wastewater treatment

processes.

10. Conducts maintenance and repair work; maintains records of work.
11. Responds to emergency situations related to potable water and wastewater treatment functions and facilities, including situations occurring outside of normal business hours; may be called out on a 24-hour basis; may be required to diagnose proper response to general alarm.
12. Completes repairs to water distribution and wastewater collection systems, including water and sewer line breaks.

Additional Tasks and Responsibilities

The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

1. Performs other tasks as assigned.
2. Performs other public works maintenance activities such as snow plowing, truck driving, and related work as assigned.
3. Assists maintaining public facilities, equipment and properties.
4. Assists other departments as needed.
5. Performs other duties as assigned.

Minimum Education, Training and Experience Required to Perform Essential Job Functions

1. Graduation from high school (or GED), including or supplemented by vocational courses in the mechanical trades, chemistry, biology or related field; three to five years experience with facilities, processes and equipment used in water and wastewater operations; or any combination of education and experience provides equivalent knowledge, skills and abilities.
2. A valid drivers license and good driving record is required, with ability to obtain Illinois commercial driver's license (CDL) within 6 months of hire.
3. Must possess valid Class C or D water operator's certificate(s) issued by the IEPA OR a valid Class 3 or 4 wastewater operator's certificate(s) issued by the IEPA.
4. Knowledge of the principles, practices, and chemical processes used in water and wastewater treatment.
5. Knowledge of environmental standards that must be met in the operation of water and wastewater treatment plants.

6. Ability to recognize water quality problems and to take corrective action.
7. Ability to recognize wastewater treatment problems and to take corrective action.
8. Ability to diagnose equipment malfunctions.
9. Ability to read, understand and apply governmental rules and regulations applicable to water and wastewater plants and treatments.
10. Knowledge of the materials, supplies, and equipment used in water and wastewater treatment facilities and systems maintenance, repair and construction projects.
11. Skill in the use of a variety of tools and equipment required to maintain and operate the water and wastewater plants and systems.
12. Ability to establish and maintain effective working relationships with other Village departments, employees and the public.
13. Ability to perform work in a safe manner, follow safe work procedures, and take necessary safety precautions.
14. Ability to maintain and upgrade professional knowledge, skills and development by attending seminars and training programs.
15. Ability to use basic office computer programs including Microsoft Word, Excel, and Outlook.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communication

1. Ability to classify, compute and tabulate data and information, following a prescribed plan requiring the exercise of some judgment. Ability to compare, count, differentiate, measure and sort information. Ability to assemble, copy, record and transcribe data and information.
2. Ability to advise and provide interpretation to others how to apply policies, procedures and standards to specific situations.
3. Ability to utilize a variety of advisory data and information such as work orders, purchase orders, parts manuals, vehicle/equipment maintenance records, technical operating and repair manuals, procedures and guidelines.
4. Ability to communicate effectively with department personnel and vendor representatives.

Mathematical Ability

1. Ability to add, subtract, multiply, divide, and calculate percentages, ratios and proportions.
2. Ability to perform mathematical operations with fractions and decimals.
3. Ability to interpret inferential statistical reports and/or formulation and equation data.

Judgment and Situational Reasoning Ability

1. Ability to apply functional reasoning in synthesizing information and functions, and ability to influence others in activities such as leading, managing, supervising, and teaching.
2. Ability to exercise the judgment, decisiveness, and creativity required in situations involving the direction, control and planning of an entire program or multiple programs.

Physical Requirements

1. Ability to coordinate eyes, hands, feet and limbs in performing movements requiring moderate skill, including typing and filing.
2. Ability to exert light to moderate physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling, lifting, carrying, and sitting or driving for extended periods.
3. Ability to recognize and identify similarities or differences between characteristics of colors, shapes, sounds, odors, and textures associated with job related objects, materials and tasks.

Environmental Adaptability

1. Ability to work under a conditions that range from generally safe and comfortable, where exposure to environmental factors such as repetitive computer keyboard use, irate individuals, and intimidation may cause discomfort and poses very limited risk of injury, to often unsafe and uncomfortable, where exposure to environmental factors such as temperature variations, odors, toxic agents, noise, vibrations, wetness, machinery, electrical currents, traffic hazards, and/or dust can cause discomfort and where this is a risk of injury.

Village Policies

1. This position is subject to all provisions of the Village of Gilberts Personnel Manual, including any and all supplemental policies adopted by the Village President and Trustees and/or the Village Administrator.
2. The Village of Gilberts endeavors to be in compliance with the Drug Free Work Place Act. To this end, this position is required to submit to drug and alcohol testing pursuant to the Village of Gilberts Personnel Manual.

3. The Village of Gilberts is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Village will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Approved:

Village Administrator

Date

Board Approval:

**Village of Gilberts
Classification Description**

Classification Title:	Utilities Technician II	Department:	Public Works
Classification Grade:	5	FLSA Exempt:	Non-exempt
Reports To:	Utilities Superintendent	Emergency Response:	Yes

Purpose of Classification

The purpose of this advanced technical position is to provide daily operation and maintenance of the Village's water and/or wastewater treatment facilities and systems. Position is responsible for the routine operation of the water plants, wastewater plants, and/or associated equipment. Work is performed under the supervision of the Utilities Superintendent.

Essential Duties and Responsibilities

The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

1. Inspects, maintains and monitors water plant equipment and pumps; makes adjustments to water pumpage and water treatment processes as necessary.
2. Inspects, maintains and monitors wastewater treatment plant equipment and pumps; makes adjustments to wastewater treatment processes as necessary.
3. Maintains compliance with Illinois Environmental Protection Agency standards for water and wastewater treatments; collects samples and tests for water equality; prepares reports for IEPA and other regulatory agencies.
4. Prepares monthly chemical usage reports.
5. Maintains inventory of parts, chemicals and equipment; cleans and participates in the maintenance of facilities including sludge processing, aerobic digesters, bar screens, grit chambers, etc.
6. Flushes hydrants.
7. Oversees the installation and maintenance of water meters; repairs and replaces faulty meters.
8. Collects water usage readings; downloads and prepares readings for billing; verifies accurate meter reads and billing.
9. Performs chemical, bacteriological and physical tests of raw, partially treated, and treated wastewater to determine effectiveness and efficiency of water and wastewater treatment

processes.

10. Conducts maintenance and repair work; maintains records of work.
11. Responds to emergency situations related to potable water and wastewater treatment functions and facilities, including situations occurring outside of normal business hours; may be called out on a 24-hour basis; may be required to diagnose proper response to general alarm.
12. Completes repairs to water distribution and wastewater collection systems, including water and sewer line breaks.

Additional Tasks and Responsibilities

The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

1. Performs other tasks as assigned.
2. Provides reports of work accomplished for the Village, IEPA, and other governmental bodies as required.
3. Performs other public works maintenance activities such as snow plowing, truck driving, and related work as assigned.
4. Assists maintaining public facilities, equipment and properties.
5. May order supplies, with approval by Supervisor.
6. Assists other departments as needed.
7. Performs other duties as assigned.

Minimum Education, Training and Experience Required to Perform Essential Job Functions

1. Graduation from high school (or GED), including or supplemented by vocational courses in the mechanical trades, chemistry, biology or related field; five (5) years of water/wastewater operation experience, or any combination of education and experience that provides equivalent knowledge, skills and abilities.
2. A valid drivers license and good driving record is required, with ability to obtain Illinois commercial driver's license (CDL) within 6 months of hire.
3. Must possess valid Class C water operator's certificate issued by the IEPA
4. Must possess valid Class 2 wastewater operator's certificate issued by the IEPA.

5. Knowledge of the principles, practices, and chemical processes used in water and wastewater treatment.
6. Knowledge of environmental standards that must be met in the operation of water and wastewater treatment plants.
7. Ability to recognize water quality problems and to take corrective action.
8. Ability to recognize wastewater treatment problems and to take corrective action.
9. Ability to diagnose equipment malfunctions.
10. Ability to read, understand and apply governmental rules and regulations applicable to water and wastewater plants and treatments.
11. Knowledge of the materials, supplies, and equipment used in water and wastewater treatment facilities and systems maintenance, repair and construction projects.
12. Skill in the use of a variety of tools and equipment required to maintain and operate the water and wastewater plants and systems.
13. Ability to establish and maintain effective working relationships with other Village departments, employees and the public.
14. Ability to perform work in a safe manner, follow safe work procedures, and take necessary safety precautions.
15. Ability to maintain and upgrade professional knowledge, skills and development by attending seminars and training programs.
16. Ability to use basic office computer programs including Microsoft Word, Excel, and Outlook.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communication

1. Ability to classify, compute and tabulate data and information, following a prescribed plan requiring the exercise of some judgment. Ability to compare, count, differentiate, measure and sort information. Ability to assemble, copy, record and transcribe data and information.
2. Ability to advise and provide interpretation to others how to apply policies, procedures and standards to specific situations.
3. Ability to utilize a variety of advisory data and information such as work orders, purchase orders, parts manuals, vehicle/equipment maintenance records, technical operating and repair manuals, procedures and guidelines.

4. Ability to communicate effectively with department personnel and vendor representatives.

Mathematical Ability

1. Ability to add, subtract, multiply, divide, and calculate percentages, ratios and proportions.
2. Ability to perform mathematical operations with fractions and decimals.
3. Ability to interpret inferential statistical reports and/or formulation and equation data.

Judgment and Situational Reasoning Ability

1. Ability to apply functional reasoning in synthesizing information and functions, and ability to influence others in activities such as leading, managing, supervising, and teaching.
2. Ability to exercise the judgment, decisiveness, and creativity required in situations involving the direction, control and planning of an entire program or multiple programs.

Physical Requirements

1. Ability to coordinate eyes, hands, feet and limbs in performing movements requiring moderate skill, including typing and filing.
2. Ability to exert light to moderate physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling, lifting, carrying, and sitting or driving for extended periods.
3. Ability to recognize and identify similarities or differences between characteristics of colors, shapes, sounds, odors, and textures associated with job related objects, materials and tasks.

Environmental Adaptability

1. Ability to work under a conditions that range from generally safe and comfortable, where exposure to environmental factors such as repetitive computer keyboard use, irate individuals, and intimidation may cause discomfort and poses very limited risk of injury, to often unsafe and uncomfortable, where exposure to environmental factors such as temperature variations, odors, toxic agents, noise, vibrations, wetness, machinery, electrical currents, traffic hazards, and/or dust can cause discomfort and where this is a risk of injury.

Village Policies

1. This position is subject to all provisions of the Village of Gilberts Personnel Manual, including any and all supplemental policies adopted by the Village President and Trustees

and/or the Village Administrator.

2. The Village of Gilberts endeavors to be in compliance with the Drug Free Work Place Act. To this end, this position is required to submit to drug and alcohol testing pursuant to the Village of Gilberts Personnel Manual.
3. The Village of Gilberts is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Village will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Approved:

Village Administrator

Date

Board Approval:

**Village of Gilberts
Classification Description**

Title:	Utilities Technician III/ Deputy Utilities Superintendent	Department:	Public Works/Utilities
Classification Grade:	6	FLSA Exempt:	Non-exempt
Reports To:	Utilities Superintendent	Emergency Response:	Yes

Purpose of Classification

The purpose of this highly advanced technical position is to operate and maintain the Village's water and/or wastewater treatment facilities and systems. Position is primarily responsible for the daily operation of the potable water treatment plant(s) and distribution system and/or the wastewater collection and treatment facilities, as the primary or backup licensed operator for either/both system(s). Position includes situational supervisory responsibilities. Position assists with ensuring that the water and/or wastewater systems are operated in compliance with the IEPA required licensure, regulations and best management practice. Work is performed under the direction of the Utilities Superintendent.

Essential Duties and Responsibilities

The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

1. Plans, reviews and schedules maintenance, repair and construction work related to the operation of the water and/or wastewater treatment facilities and systems; maintains records of all work.
2. Leads work crews; estimates and requisitions materials, supplies, and equipment to projects; participates in maintenance, repair and construction work as required.
3. Inspects, maintains, monitors pumps; maintains and repair plant equipment and pumps; makes adjustments to water pumpage and wastewater treatment processes as necessary.
4. Maintains compliance with Illinois Environmental Protection Agency standards for water and wastewater treatment; takes or directs the collection of samples and tests for water quality; prepares all required reports for IEPA and other regulatory agencies.
5. Investigates complaints regarding water quality and wastewater treatment processes, and makes or directs proper adjustment to system(s) to resolve problems.
6. Maintains a safe work environment for employees; assists in the development of safety standards and procedures; instructs employees on safe work procedures.

7. Responds to inquiries by utility and construction companies, contractors, and outside agencies, and the public; coordinators work as necessary.
8. Responds to emergency situations related to potable water and/or wastewater treatment functions and facilities, including situations occurring outside of normal business hours.
9. Oversees the installation and maintenance of water meters; repairs and replaces faulty meters.
10. Assists with the preparation of monthly chemical usage reports.
11. Maintains inventory of parts, chemicals and equipment; leads in the maintenance of facilities including sludge processing, aerobic digesters, bar screens, grit chambers, etc.
12. Maintain hydrants, flushing program, and exercising valves.
13. Oversees the installation and maintenance of water meters; repairs and replaces faulty meters.
14. Collects water usage readings; downloads and prepares readings for billing; verifies accurate meter reads and billing.
15. Performs chemical, bacteriological and physical tests of and physical tests of water and wastewater treatment processes.
16. Conducts maintenance and repair work; maintains records of work.
17. Responds to emergency situations related to potable water and wastewater treatment functions and facilities, including situations occurring outside of normal business hours; may be called out on a 24-hour basis; may be required to diagnose proper response to general alarm.
18. Completes Water distribution and wastewater collection system repairs.

Additional Tasks and Responsibilities

The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

1. Performs other tasks as assigned.
2. Provides reports of work accomplished for the Village, IEPA, and other governmental bodies as required.
3. Performs other public works maintenance activities such as snow plowing, truck driving, and related work as assigned.
4. Assists maintaining public facilities, equipment and properties.

5. May order supplies, with approval by Supervisor.
6. Assists other departments as needed.
7. Performs other duties as assigned.

Minimum Education, Training and Experience Required to Perform Essential Job Functions

1. Graduation from high school (or GED) supplemented by college level courses in biology, chemistry, supervision and/or management, and related areas; Associate's degree or equivalent vocational training preferred; minimum of eight (8) years of water operator and/or wastewater treatment operator experience, or any combination of education and experience that provides equivalent knowledge, skills and abilities.
2. A valid drivers license and good driving record is required, with ability to obtain Illinois commercial driver's license (CDL) within 6 months of hire.
3. Must possess either
 - a. Valid Class B water operator's certificate issued by the IEPA AND valid Class 3 and/or 4 wastewater operator's certificate(s) issued by the IEPA, or ability to obtain to wastewater certificate within one year of hire.

OR

 - b. Valid Class 1 wastewater operator's certificate issued by the IEPA AND valid Class C and/or D water operator's certificate(s) issued by the IEPA, or ability to obtain to water certificate within one year of hire.
4. Thorough knowledge of the operation and maintenance of municipal water treatment plant and system and/or municipal wastewater treatment plant and system.
5. Considerable knowledge of the principles, practices, and chemical processes used in water and wastewater treatment.
6. Considerable knowledge of environmental standards that must be met in the operation of water and wastewater treatment plants.
7. Ability to recognize water quality problems and to take corrective action.
8. Ability to recognize wastewater treatment problems and to take corrective action.
9. Ability to diagnose equipment malfunctions and to take corrective action.
10. Thorough knowledge of the materials, supplies, and equipment used in water and wastewater treatment facilities and systems maintenance, repair and construction projects.
11. Ability to analyze and recommend solutions to public works and utility problems.

12. Ability to conduct studies, write in-depth reports, and translate technical information into layman's terms.
13. Skill in the use of a variety of tools and equipment required to maintain and operate the water and wastewater plants and systems.
14. Ability to establish and maintain effective working relationships with other Village departments, employees and the public.
15. Thorough knowledge of the occupational hazards and safety precautions associated with public works maintenance and repair projects, and the precautions necessary to work safely with employees and equipment.
16. Ability to perform work in a safe manner, follow safe work procedures, and take necessary safety precautions.
17. Ability to maintain and upgrade professional knowledge, skills and development by attending seminars and training programs.
18. Ability to use basic office computer programs including Microsoft Word, Excel, and Outlook.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communication

1. Ability to classify, compute and tabulate data and information, following a prescribed plan requiring the exercise of some judgment. Ability to compare, count, differentiate, measure and sort information. Ability to assemble, copy, record and transcribe data and information.
2. Ability to advise and provide interpretation to others how to apply policies, procedures and standards to specific situations.
3. Ability to utilize a variety of advisory data and information such as work orders, purchase orders, parts manuals, vehicle/equipment maintenance records, technical operating and repair manuals, procedures and guidelines.
4. Ability to communicate effectively with department personnel and vendor representatives.

Mathematical Ability

1. Ability to add, subtract, multiply, divide, and calculate percentages, ratios and proportions.
2. Ability to perform mathematical operations with fractions and decimals.
3. Ability to interpret inferential statistical reports and/or formulation and equation data.

Judgment and Situational Reasoning Ability

1. Ability to apply functional reasoning in synthesizing information and functions, and ability to influence others in activities such as leading, managing, supervising, and teaching.
2. Ability to exercise the judgment, decisiveness, and creativity required in situations involving the direction, control and planning of an entire program or multiple programs.

Physical Requirements

1. Ability to coordinate eyes, hands, feet and limbs in performing movements requiring moderate skill, including typing and filing.
2. Ability to exert light to moderate physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling, lifting, carrying, and sitting or driving for extended periods.
3. Ability to recognize and identify similarities or differences between characteristics of colors, shapes, sounds, odors, and textures associated with job related objects, materials and tasks.

Environmental Adaptability

1. Ability to work under a conditions that range from generally safe and comfortable, where exposure to environmental factors such as repetitive computer keyboard use, irate individuals, and intimidation may cause discomfort and poses very limited risk of injury, to often unsafe and uncomfortable, where exposure to environmental factors such as temperature variations, odors, toxic agents, noise, vibrations, wetness, machinery, electrical currents, traffic hazards, and/or dust can cause discomfort and where this is a risk of injury.

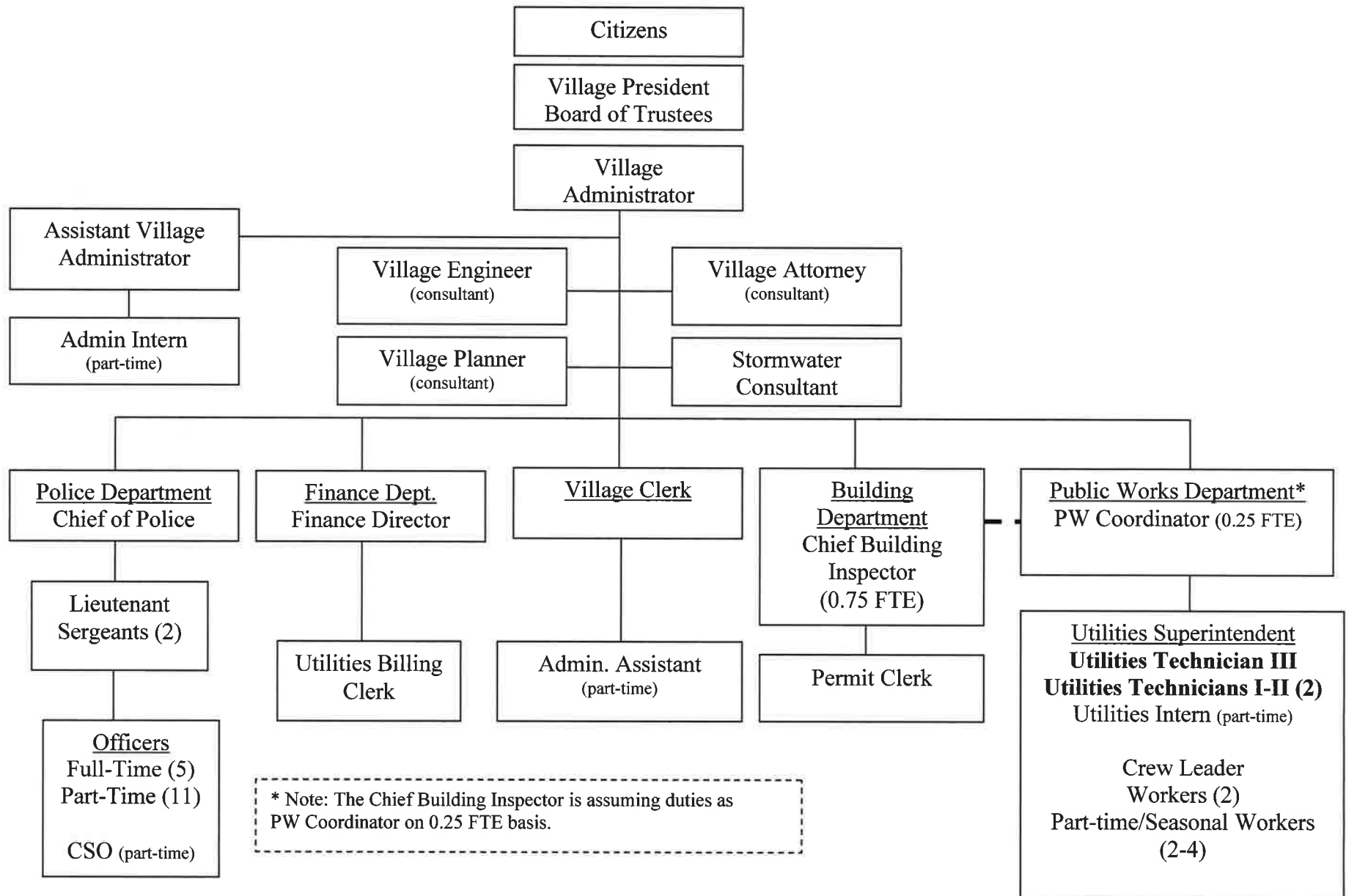
Village Policies

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3. The Village of Gilberts is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Village will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

**Village of Gilberts
Job Evaluation Plan
Salary/Wage Structure
Proposed 2/20/15**

	<u>Knowledge</u>	<u>Verbal Guidelines</u>	<u>Written Guidelines</u>	<u>Complexity</u>	<u>Scope & Effect</u>	<u>Supervisory</u>	<u>Physical</u>	<u>Environment</u>					
	<u>100</u>	<u>50</u>	<u>50</u>	<u>50</u>	<u>50</u>	<u>50</u>	<u>25</u>	<u>25</u>	<u>400</u>	<u>GRADE</u>			
Village Administrator	100	50	50	50	50	50	5	5	360	12			
Police Chief	75	40	40	40	40	40	15	25	315	10			
Finance Director	75	40	40	40	30	30	5	5	265	8			
Chief Building Inspector	50	40	30	40	30	30	15	15	250	8			
Public Works Coordinator	50	40	40	30	30	30	15	15	250	8			
Lieutenant	50	40	40	30	30	30	25	25	270	9			
Utilities Superintendent	50	40	30	30	30	15	15	15	225	7			
PW Supervisor	30	30	30	30	30	15	25	15	205	6			
Village Clerk	30	40	30	30	30	30	5	5	200	6			
Asst. Village Administrator	75	30	30	30	30	0	5	5	205	6			
Building Inspector	50	15	30	40	15	0	15	15	180	6			
Utilities Technician III	50	15	30	40	15	0	15	15	180	6			
Utilities Technician II	50	15	15	30	15	0	15	15	155	5			
Utilities Technician I	30	15	15	30	15	0	15	15	135	4			
PW Crew Leader	30	15	15	30	15	0	25	15	145	4			
Mechanic	30	15	15	15	15	0	25	15	130	4			
Police Admin Asst	30	30	30	15	15	0	5	5	130	4			
Deputy Village Clerk	30	30	15	15	15	0	5	5	115	3			
Permit/Finance Clerk	30	15	15	15	15	0	5	5	100	3			
Worker / PW 1	10	15	15	15	15	0	25	15	110	3			
Minimum score	10	5	5	5	5	0	5	5	40				
											Hourly Rates		
Grade	Low Score	High Score	Low	Mid	High					Low	Mid	High	
12	360	400	\$84,000	\$105,000	\$126,000	Village Administrator				\$40.38	\$50.48	\$60.58	
11	330	359	\$78,400	\$98,000	\$117,600					\$37.69	\$47.12	\$56.54	
10	300	329	\$72,800	\$91,000	\$109,200	Police Chief				\$35.00	\$43.75	\$52.50	
9	270	299	\$67,200	\$84,000	\$100,800	Lieutenant				\$32.31	\$40.38	\$48.46	
8	240	269	\$61,600	\$77,000	\$92,400	Finance Dir., Chief Bldg Inspector, PW Coordinator				\$29.62	\$37.02	\$44.42	
7	210	239	\$56,000	\$70,000	\$84,000	Utilities Superintendent				\$26.92	\$33.65	\$40.38	
6	180	209	\$50,400	\$63,000	\$75,600	Village Clerk, Asst. Administrator, Utilities Tech III				\$24.23	\$30.29	\$36.35	
5	150	179	\$44,800	\$56,000	\$67,200	Utilities Tech II				\$21.54	\$26.92	\$32.31	
4	120	149	\$39,200	\$49,000	\$58,800	Crew Leader, Utilities Technician I				\$18.85	\$23.56	\$28.27	
3	90	119	\$33,600	\$42,000	\$50,400	Deputy Village Clerk, Permit/Finance Clerk, PW Laborer				\$16.15	\$20.19	\$24.23	
2	60	89	\$28,000	\$35,000	\$42,000					\$13.46	\$16.83	\$20.19	
1	40	59	\$22,400	\$28,000	\$33,600					\$10.77	\$13.46	\$16.15	
Structure Assumptions:													
12-step system for evaluating job descriptions and assigning grades corresponding to salary/wage ranges													
Structure starts with \$105,000 midpoint for highest grade (12) with a range that is -20% (Low) and +20% (High) of the midpoint for that grade													
Midpoint for Grades 1 through 11 are set at \$7,500 below the midpoint of the higher grade, with a range of +/- 15% of midpoint													
Positions are assigned grades based on job descriptions, not incumbent's experience, education or other qualifications													

Village of Gilberts Organization Chart



RESOLUTION 12-2015
URGING THE GOVERNOR AND GENERAL ASSEMBLY TO PROTECT FULL
FUNDING OF LOCAL GOVERNMENT DISTRIBUTIVE FUND REVENUES

WHEREAS, municipalities are front-line providers of government services to citizens and these services include police and fire protection, parks, infrastructure, water, sewer and utility services, and snow removal; and

WHEREAS the State of Illinois has a long-standing tradition of collecting tax revenues on behalf of municipal governments and municipalities have relied on shared income tax revenue to provide services to taxpayers; and

WHEREAS, municipalities have fewer options to raise significant revenue and rely on the full amount of revenue that the State collects on their behalf in order to fund the essential quality-of-life services expected and relied upon by community residents; and

WHEREAS, the General Assembly increased the State income tax without providing any of the new revenues to municipalities and this loss of revenue has left the municipal share at levels collected during the Great Recession; and

WHEREAS, the Governor proposed a 50 percent reduction in the local share of the income tax during his FY2016 Budget Address, reducing local revenues by over \$600 million; and

WHEREAS, the loss of this state-shared income tax revenue would result in elimination of countless jobs, local tax increases, program and service cuts, and could increase debt burdens that would be felt by all citizens.

WHEREAS, the Village of Gilberts would lose \$340,510.50; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of the Village of Gilberts urges the Governor and the General Assembly to protect full funding of the Local Government Distributive Fund and other revenue sources that allow local governments to provide for the health, safety and general welfare of their residents.

Section 1: This resolution shall be in full force and in effect from and after its passage and approval pursuant to law.

PASSED BY ROLL CALL VOTE OF THE BOARD OF TRUSTEES of the Village of Gilberts, Kane County, Illinois, this ____ day of ____, 2015.

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

APPROVED this _____ day of _____, 2015

(SEAL)

Village President Rick Zirk

ATTEST:

Village Clerk, Debra Meadows

Published: _____