

# Village of Gilberts

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


## Interim Village Administrator Memorandum

**TO:** President Rick Zirk  
Board of Trustees

**FROM:** William Beith, Interim Village Administrator

**DATE:** June 29, 2016

**RE:** Village Board Meeting – July 5, 2016



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The following summary discusses the agenda items for the Village Board Meeting scheduled for July 5, 2016:

### ORDER OF BUSINESS

#### 1. CALL TO ORDER / PLEDGE OF ALLEGIANCE

#### 2. ROLL CALL / ESTABLISH QUORUM

#### 3. PUBLIC COMMENT

#### 4. CONSENT AGENDA

##### A. A Motion to approve Minutes from the June 21, 2016 Village Board Meeting

Staff recommend approval of the minutes from the June 21, 2016 Village Board Meeting. Please contact Village Clerk Debra Meadows prior to the meeting if you have any questions or corrections.

##### B. A Motion to approve the Bills and Salaries dated July 5, 2016

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.

# *Village of Gilberts*

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## **5. ITEMS FOR APPROVAL**

- A. A Motion to approve Resolution 20-2016, a Resolution authorizing the service agreement between the Village of Gilberts and Alternate Power Industries, Inc. for the 2016 Planned Generator Maintenance

This Resolution approves a service agreement with Alternate Power Industries to test and maintain the backup generators used at various locations within the water system. These locations include five lift stations, the generator to run the waste water plant and the generator to run the potable water plant. In the agreement the potable water plant is listed as the "WTP Well House." This agreement will be the fifth year the Village has engaged Alternate Power Industries to provide these services. Staff recommend approval. If you need additional information about this agreement, please contact me or Water Superintendent John Castillo prior to the meeting.

## **6. ITEMS FOR DISCUSSION**

- A. Developing a Splash Pad Policy

The 2015 installation of the Town Center Park playground, ball fields and splash pad amenities have proven to be popular with Gilberts residents. Staff are working to develop a use policy for the park and are requesting Board input. Please contact me with any questions.

## **7. STAFF REPORTS**

## **8. BOARD OF TRUSTEES REPORTS**

## **9. PRESIDENT'S REPORT**

## **10. 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.

## **11. ADJOURNMENT**

**Village Board of Trustees  
Meeting Agenda  
Village of Gilberts  
87 GALLIGAN ROAD,  
GILBERTS, ILLINOIS 60136  
July 5, 2016  
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. PUBLIC COMMENT**

**4. CONSENT AGENDA**

- A. A Motion to approve Minutes from the June 21, 2016 Village Board Meeting
- B. A Motion to approve the Bills and Salaries dated July 5, 2016

**5. ITEMS FOR APPROVAL**

- A. A Motion to approve Resolution 20-2016, a Resolution authorizing a service agreement between the Village of Gilberts and Alternate Power Industries, Inc. for the 2016 Planned Generator Maintenance

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**11. ADJOURNMENT**

## **Public Comment Policy**

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).

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  
June 21, 2016**

**NOT APPROVED MINUTES**

**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**

President Zirk asked Village Clerk Meadows to call the roll. Roll call: Members present: Trustees Kojzarek, LeClercq, Farrell, Hacker and President Zirk. Absent: 2-Trustees Corbett and Zambetti. President Zirk noted that there were enough Trustees present to declare a quorum. Trustee Zambetti arrived at 7:01 p.m. Others present: Interim Administrator Beith, Chief Building Inspector Swedberg, Finance Director Blocker and Village Clerk Meadows. For members of the audience please see the attached copy of the sign-in sheet.

**Public Comment**

President Zirk asked if anyone in the audience had any questions or comments they would like to share with the Board Members. Resident Mike Doherty reported that the American Flag at the intersection of Willey and Jackson needs to be replaced. He continued on to express his concern with a recent incident that required the Forest Preserve to remove a large concrete slab and the only path out was to allow access to the Village's streets. Mr. Doherty understood the reason why the Forest Preserve needed to gain access to a Village Street. However, he had asked Staff what was the weight limit on Willey, and Village Staff did not have an answer and never got back to him. President Zirk noted that the Old Town streets were built many decades ago and probably did not have design standards. Interim Administrator Beith reported that he will research this matter and follow-up with Mr. Doherty.

Resident Reynaldo Rodriquez approached the dais she expressed concern with a citation she received for violation of the "Grass and Weed" Ordinance. Chief Building Inspector Swedberg noted that this is an empty lot on Pierce Street and he had first issued a warning citation. President Zirk reported that these types of citations are generated by resident complaints. Trustee LeClercq commented that it has been very wet lately and he has had to mow his grass twice a week. Ms. Rodriquez thanked the Board Members for their time.

Resident Jennifer LeClercq motioned that she wished to address the Board Members. President Zirk acknowledged her request. Ms. LeClercq commented on a recent flyer distributed through-out the community by resident Dan Pace. She questioned where Mr. Pace found the information with respect to the 1.2 million dollar shortfall with respect to the Police Pension Fund.

Ms. LeClercq reported that she has been unable to locate any information referencing the Police Pension Fund shortfall of 1.2 million dollars.

President Zirk reported that the Police Pension Board is an independent body governed by Police Officers, Staff and the Police Pension Board's appointed Attorney; at the end of each fiscal year an independent audit is conducted. The audit along with the Actuary determines the dollar amount required for the Village's portion of the obligation. The Village uses general funds to fulfill the required contribution.

Ms. LeClercq noted that currently the Police Pension Fund is 69% fully funded. President Zirk concurred with Ms. LeClercq's statement. Ms. LeClercq noted that the 69% fully funded is a higher percentage than the majority of the surrounding communities.

Ms. LeClercq commented on Mr. Pace's statements with respect to Mr. Mertz's development. She discussed the fact that the increase in residential homes contributes to an increase in property tax revenue which in turn supports public services and will decrease the Village's Police Pension Fund contribution obligations. President Zirk agreed. In addition, Ms. LeClercq noted that the Village is not Home-Rule so the Village would have to pass a referendum to raise property taxes.

President Zirk commented on the fact that the Village had spent 1 million dollars in legal fees defending their position with respect to Neumann Homes' bankruptcy. Mr. Mertz has since made the Village whole through the obligations established in SSA 24.

Ms. LeClercq commented on Mr. Pace's reference to the Conservancy re-annexation. President Zirk reported that the development was previously annexed into the Village. President Zirk explained that Mr. Mertz is requesting the Board consider an amendment to the annexation which includes an age-targeted neighborhood and an increase in the donation of open space. President Zirk discussed the age-targeted neighborhood. He noted that in his opinion the age-targeted neighborhood is a benefit due to the fact it does not impact the school district and increases the property tax revenue. Ms. LeClercq agreed, she noted that the Village of Huntley is benefiting financially for the Del Webb community. Ms. LeClercq thanked the Board Members for their time.

Resident Carl Alagna requested permission to address the Board Members. President Zirk granted Mr. Alagna's request. Mr. Alagna stated that he was appearing before the Village Board as a homeowner who resides at a townhome unit located on Town Center Blvd. Mr. Alagna expressed his and his neighbors concern with Ryland's plans to construct a 5 unit townhome behind their townhome unit.

Ryland's new plan to construct a 5 unit townhome in place of the originally planned parking lot eliminates any possible guest parking spaces. In addition, the families currently residing in the townhome unit will lose virtually all of the open space adjacent to their property.

Mr. Alagna continued on to recite section 10-9-1 of the Unified Development Code which requires 2 parking spaces per dwelling unit plus one guest parking space for each 20 required parking spaces. Mr. Alagna continued to comment on his concerns with the available parking spaces. He noted that every townhome unit has available on street parking other than his unit due to the fact that it is located on Tyrrell Road. A lengthy discussion ensued with respect to limited parking stalls.

President Zirk sympathized with Mr. Alagna's concerns. He noted that this development was approved sometime in 2005-2006 prior to his term. He directed Staff to review the original plans to ensure the new units are being built to the approved PUD plans. Staff will review the plans and report back. Mr. Alagna thanked the Board Members for their time.

Resident Jeanne Allen addressed the Board. Ms. Allen thanked the Community Days Committee for allowing her the opportunity to raise funds for the Lurie Cancer Center. She proceeded to thank DJ Rudy K for hosting the Community Days Car Show and sponsoring a 50/50 raffle to raise additional funds for the Lurie Cancer Center. Ms. Allen concluded her comments by announcing she herself is a five year cancer survivor. The Board Members along with Staff expressed their support for Ms. Allen. Ms. Allen thanked the Board Members for their time.

#### **Consent Agenda**

- A. A Motion to approve Minutes from the May 17, 2016 Village Board Meeting**
- B. A Motion to approve the May 2016 Treasurer's Report**
- C. A Motion to ratify the Bills and Salaries dated June 21, 2016 as follows: General Fund \$40,759.85, Developer Donations \$32,067.00, Performance Bonds and Escrows \$2,976.45, Water Fund \$99,197.28**
- D. A Motion to approve Bills and Salaries dated June 21, 2016 as follows: General Fund \$136,592.63, Permit Pass Thrus \$2,410.00, Performance Bonds and Escrows \$10,671.25, Water Fund \$19,597.64, Payroll \$128,559.21**
- E. A Motion to approve Ordinance 09-2016, an Ordinance adopting Prevailing Wage Rates to be paid to Laborers, Mechanics and other Workers performing construction of Public Works in the Village of Gilberts, Kane County, Illinois**

President Zirk asked the Board Members if there were any items on the consent agenda they would like removed for separate consideration. The Board Members offered no comments. **A Motion was made by Trustee LeClercq and seconded by Trustee Zambetti to approve the consent agenda items A-E as presented.** Roll call: Vote: 5-ayes: Trustees Kojzarek, LeClercq, Zambetti, Farrell and Hacker. 0-nays, 0-abstained. Motion carried.

#### **Items for Approval**

##### **A Motion to approve Ordinance 10-2016, an Ordinance amending the Village of Gilberts Code Chapter 4 "Litter Control"**

Interim Administrator Beith reported this Ordinance amends the Village Code Chapter 4 "Litter Control" by adding language to address recent residents concerns with neighbors placing waste receptacles on the curbs days prior to waste pick-up. During the codification process this language was inadvertently left blank.

Trustee LeClercq suggested allowing residents until noon of the following day after their scheduled waste pick-up to remove their waste receptacles from the curb. He noted that many residents work second shifts or longer hours. Trustee Zambetti believed that requiring the waste receptacles be removed from the curb no later than 10:00 p.m. of the same day as refuse collection was reasonable.

President Zirk suggested the Board adopt a policy allowing residents who work 2<sup>nd</sup> shift or that have longer work hours additional time to remove their waste receptacles. This policy will provide Staff direction with handling various situations that may arise. The Board Members concurred with President Zirk's recommendation on adopting a policy providing Staff with latitude for extending circumstance with respect to the time allowed for the curb-side removal of the waste receptacles.

**A Motion was made by Trustee Hacker and seconded by Trustee Farrell to approve Ordinance 10-2016, an Ordinance amending the Village of Gilberts Code Chapter 4 "Litter Control".** Roll call: Vote: 5-ayes: Trustees LeClercq, Zambetti, Farrell, Hacker and Kojzarek. 0-nays, 0-abstained. Motion carried.

**A Motion to approve Resolution 19-2016, a Resolution authorizing the purchase agreements between the Village of Gilberts and certain vendors for the purchase of Gilberts' Town Center Park equipment as provided for in the awarded Kane County Riverboat Grant**



Interim Administrator Beith reported that on April 21, 2015 the Village Board passed Resolution 21-2015, which authorized the execution of an application for a Kane County Riverboat Grant. Kane County Office of Community Reinvestment awarded the grant funds in the amount \$21,340.00 to the Village of Gilberts for Gilberts Town Center Park equipment. Staff has developed exact quotes for the park equipment which is \$4,482.00 greater than the amount originally estimated in the grant application. Staff is seeking Board approval as the amount exceeds the permitted authorization amount.

Chief Building Inspector Swedberg discussed the proposed new park amenities. He noted that the grant funds provided for the construction of a pavilion, bleachers, drinking fountain, message board, 3 concrete picnic tables with umbrellas and 3 benches. Chief Building Inspector Swedberg reported that he had met with Trustee Corbett (Field Marshall) to discuss the location of the pavilion. They had agreed that the best location for the pavilion was at the east side of the splash pad. This location allows visitors to watch the activity at both the splash pad and the playground. Trustee Zambetti recommended that Staff provide the Board Members with a drawing of the location of the pavilion prior to construction.

Trustee Farrell expressed her concerns with the current condition of the park. Chief Building Inspector Swedberg reported that Staff will complete the restoration work once the ground had an opportunity to settle. Chief Building Inspector Swedberg noted that currently his department is short two employees. Trustee Farrell directed Staff to remove some of the sandbags to allow a path to enter and exit the splash pad.

Trustee Hacker inquired on the method the umbrellas would be anchored to the tables. Chief Building Inspector Swedberg reported that the umbrellas will be anchored with stainless steel turn buckle screws.

President Zirk questioned if the Board needs to draft a policy with respect to renting the Town Center Park Pavilion. The Board Members discussed the pros and cons of renting out the Town Center Park Pavilion. They all agreed at this time not to allow renting out the pavilion.

There being no further discussion on the motion. **A motion was made by Trustee LeClercq and seconded by Trustee Zambetti to approve Resolution 19-2016, a Resolution authorizing the purchase agreements between the Village of Gilberts and certain vendors for the purchase of Gilberts' Town Center Park equipment as provided for in the awarded Kane County Riverboat Grant.** Roll call: Vote: 5-ayes: Trustees Zambetti, Farrell, Hacker, Kojzarek and LeClercq. 0-nays, 0-abstained. Motion carried.

Interim Administrator Beith reported that he along with Chief Building Inspector Swedberg had met with the WOW representative to discuss how to handle the JULIE locates. WOW is anticipating ninety locates per day. Typically Staff currently performs two-five locates per day. WOW has agreed to pay for the additional locates conducted by an independent contractor. President Zirk recommended that the locate contractor directionally drill instead of trench in the wooded conservation areas located throughout the community.

The Board Members directed Staff to place information on the Village's Facebook page and website when the locating process begins so residents are made aware of the work being performed.

Chief Building Inspector Swedberg reported the Tree Replacement Program's funds have been depleted. However, his Staff is in the process of removing the dead trees.

Finance Director Blocker reported that the audit has concluded, and she anticipates receiving the draft audit in the near future. She noted that the Audit was performed by different auditors than the auditors that were onsite last year.

#### **Board of Trustees Reports**

Trustee Kojzarek commented on the Community Days Festival. She noted that she had invited some friends to attend, and they found the festival to be better than their own community's festival.

Trustee Hacker commented on the weeds growing on the new gas station site. Chief Building Inspector Swedberg replied that the developer had recently placed an herbicide on the site. He will allow a few more days to see if the herbicide takes care of the weeds.

Trustee Hacker reported that he has received reports of motorists speeding down Kathleen. Interim Administrator Beith will share this information with Chief Rossi.

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

President Zirk complemented the Community Days Committee on the festival. He noted that the festival was well planned and organized.

#### **Executive Session**

President Zirk asked if the Board Members or Staff had any items they wished to discuss in executive session. There were no comments from either the Board Members or Staff.

Village Board  
Meeting Minutes  
June 21, 2016  
Page 7

**Adjournment**

There being no further public business to discuss, a Motion was made by Trustee Farrell and seconded by Trustee Zambetti to adjourn from the public meeting at 8:29 p.m. Roll call: Vote: 5-ayes by unanimous voice vote. 0-nays, 0-abstained. Motion carried.

Respectfully submitted,

Debra Meadows

Village of Gilberts

87 Galligan Road

Gilberts, Illinois 60136

Village Board Meeting

June 21, 2016

7:00 p.m.

Sign-in-Sheet

Name

Contact Information (Optional)

Richard Butts

[REDACTED]

[REDACTED]

Carl ALAGNA

[REDACTED]

[REDACTED]

Jeanne Allen

M. DOHERTY

[REDACTED]

[REDACTED]

Jennifer LeClercq

[REDACTED]

[REDACTED]

Dan Pad

[REDACTED]

[REDACTED]

Manannan Ferguson

ISABELLE BERTONE

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Carl Konz

"

"

"

"

"

"

Tom WAS JA

**DRAFT BILLS SALARIES**  
**7-5-16**

VENDOR ID	VENDOR	GRAND TOTAL	GENERAL FUND	DEVELOPER DONATIONS	PERMIT PASS THRUS	PERFORMANCE BONDS AND ESCROWS	WATER FUND	PAYROLL
		228,110.59	40,588.92	21,694.00	-	28,423.92	51,910.81	85,492.94
	PAYROLL 6/12-16 THRU 6/25/16	85,492.94						85,492.94
	GALLAGHER BENEFITS-JULY	24,178.05	18,699.52				5,478.53	
ACE002	ACE COFFEE BAR INC.	21.50	21.50					
ALTPOW01	ALTERNATE POWER INDUSTRIES INC	2,406.39					2,406.39	
ANCEL	ANCEL, GLINK, DIAMOND, BUSH,	8,838.75				8,838.75		
AT&TUV01	AT&T U-VERSE	75.00	75.00					
B&W001	BAXTER & WOODMAN, INC.	19,129.98	5,165.00			13,964.98		
BATTGUY	THE BATTERY GUY, INC.	85.00					85.00	
BENCHMARK	BENCHMARK SALES & SERVICE	3,250.00					3,250.00	
BLOCKER	MARLENE BLOCKER	208.66	208.66					
BUGMAN	THE BUG MAN, INC	33.00	33.00					
CATFIVE	CATEGORY FIVE TECHNOLOGIES, IN	1,603.20	1,603.20					
COLUMBIA	COLUMBIA PIPE & SUPPLY CO	54.32	54.32					
COM003	COMMONWEALTH EDISON	513.48	513.48					
CURTECH	CURRENT TECHNOLOGIES, INC.	2,256.10	2,256.10					
CUSD300	COMMUNITY UNIT SCHOOL	18329		18,329.00				
DYNEGY01	DYNEGY ENERGY SERVICES	16,335.59					16,335.59	
EMBCOF	EMBASSY CANTEEN	40.34	40.34					
EXXON01	WRIGHT EXPRESS FSC	3,492.23	3,094.75				397.48	
FEDEX	FEDEX	15.56					15.56	
FOX003	FOX VALLEY FIRE AND SAFETY	712.80	97.30				615.50	
GIL001	U.S. POSTAL SERVICE	215.00	215.00					
IEPA001	IEPA FISCAL SERVICES SECTION	18,500.00	1,000.00				17,500.00	
MANALY01	MCHENRY ANALYTICAL WATER	310.00					310.00	
MARACO01	MARCO TECHNOLOGIES LLC	181.27	181.27					
MEN002	MENARDS - CARPENTERSVILLE	697.90	576.11				121.79	
NTE001	BLUE TARP FINANCIAL	99.99	99.99					
NWWS01	FERGUSON WATERWORKS #2516	2,631.09	43.37				2,587.72	
OCARROLL	O"CARROLL ELECTRIC, INC.	780.00	780.00					
ORION001	ORION LWS, INC.	410.00	410.00					
PAC001	PACES AUTO SERVICE	383.75	383.75					
PHOENIX	PHOENIX & ASSOCIATES, INC.	5,620.19				5,620.19		
PIEMONTE	AL PIEMONTE CHEVROLET	76.09	76.09					
PRANAL01	PRAIRIE ANALYTICAL SYSTEMS	555.00					555.00	
RUTLAND	RUTLAND-DUNDEE FPD	3365		3,365.00				
SCUFF01	RICHARD SPINKER	595.00	595.00					
SUBLAB01	SUBURBAN LABORATORIES	690.00					690.00	
T0000787	LAWRENCE OGHLE	234.98	234.98					
T0001663	JASON A. HERNANDEZ	68.70	68.70					
T0001927	CARLOS AND LISA FLORES	220.00	220.00					
TOMPECK	TOM PECK FORD OF HUNTLEY	39.48	39.48					

**7-5-16**

[illegible]

Village of Gilberts	
Check Warrant Report	
Payroll Checks From 6/12 - 6/25	
<b>Employee Name:</b>	<b>Net Pay</b>
Baresel, Gerald	1,103.43
Beith, William	1,533.06
Block, Todd J	2,016.56
Blocker, Marlene	1,665.36
Castillo, John	1,953.15
Clark, Collin	1,263.31
Danca, Karen	434.31
Gregory, Daniel	853.91
Gutierrez, Jose	569.78
Haufe, Neal	430.27
Hernandez, Jason	1,390.60
Hill, Jeff R	1,810.91
Izydorski, Michael	1,045.29
Joswick, Christopher	146.80
Joswick, Michael	2,235.27
Klaras, Jason	1,229.84
Lorenz, Katelyn	762.47
Maculitis, Jerome	398.55
Meador, Eric E.	1,623.01
Meadows, Debra	1,653.15
Mueller, Steve	41.95
Ortega, Teodoro	561.08
Pulgar, Hector L	1,952.18
Quercia, William	806.30
Rood, Jackie E. Jr	2,191.01
Rossi, Louis	1,604.41
Ruemelin, Zachary	1,739.08
Russell, Claudine	981.86
Siegbahn, Lisa	994.83
Swanson, Christopher	102.97
Swedberg, John L	2,331.45
Varas, Randy	2,653.42
Waller, Todd	440.37
Wittenauer, Robert	579.55
<b>Payroll Liabilities:</b>	
Federal Tax Deposits	16,653.41
GPP	6,301.40
ICMA-RC	746.00
Illinois Department of Revenue	2,134.12
IMRF	15,109.11
IMS	2,157.81
STATE DISBURSEMENT UNIT	162.04
VAC-	1,129.56
<b>Total All Checks</b>	<b>85,492.94</b>

RESOLUTION

VILLAGE OF GILBERTS

**A Resolution authorizing a service agreement between the Village of Gilberts and Alternate Power Industries, Inc. for the 2016 Planned Generator Maintenance**

Be it Resolved by the President and Board of Trustees of the Village of Gilberts, Kane County, Illinois that:

**Section 1:**

The Village of Gilberts hereby authorizes the Village President and Village Clerk to execute a service agreement between the Village of Gilberts and Alternate Powers Industries, Inc. and such documents as are necessary and convenient to effectuate the 2016 Planned Generator Maintenance in an amount not to exceed \$5,575.00 as attached hereto and made part hereof as Exhibit A as approved.

**Section 2:**

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

Passed this \_\_\_\_ day of \_\_\_\_\_, 2016 by a roll call vote as follows:

	<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 Elissa Kojzarek	_____	_____	_____	_____
Trustee Guy Zambetti	_____	_____	_____	_____
President Rick Zirk	_____	_____	_____	_____

APPROVED THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2016

\_\_\_\_\_  
Village President, Rick Zirk

(SEAL)

ATTEST:

\_\_\_\_\_  
Village Clerk, Debra Meadows

Published:

\_\_\_\_\_





Dependable Power Solutions - Standby Generator Systems

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## 2016 PLANNED GENERATOR MAINTENANCE AGREEMENT

### Village of Gilberts – updated 2/5/16

This planned maintenance agreement is entered into by *Alternate Power Industries, Inc.* of McHenry, Illinois and the equipment owner/agent named herein, to perform the services listed below. *Alternate Power Industries, Inc.* will perform periodic inspections on all equipment listed, and will provide a confirmation to the customer within 10 days of the inspection.

Upon acceptance of this agreement, *Alternate Power Industries, Inc.* will render the services listed below on this equipment at the annual rate listed on the attached quote. The equipment will be inspected at agreed intervals during regular business hours (unless otherwise specified) each year this agreement is in effect.

These inspections will include the following:

- Inspect Security devices for Proper Operation and Condition.
- Record the "Hour Meter" reading at the start of the Maintenance inspection.
- Visually inspect radiator / heat exchanger.
- Add coolant to correct level.
- Inspect radiator cap, seal and surface.
- Visually inspect water pump and cooling system gaskets for leaks.
- Inspect flexible water connections for leaks, cracking, and pliability.
- Re-torque hose clamps.
- Inspect pulleys for excessive wear.
- Inspect belts for cracking and fraying.
- Check belt tension.
- Check jackets water heaters for proper operation and adjust thermostat setting.
- Add oil to bring crankcase oil to correct level. Drain and replace oil per manufacturer's recommendations and as needed.
- Inspect oil heater (if present) for proper operation and adjust thermostat setting.
- Visually inspect front and rear crankshaft seals and lubrication system gaskets for leaks.
- Record fuel level in main fuel tank (if applicable).
- Test day tank pump for proper operation (if applicable).
- Test day tank alarms (if applicable).
- Drain water and sediment from day tank (if applicable).
- Inspect day tank inlet filters (if applicable). Clean and replace day tank inlet filters per manufacturer's recommendations and as needed.
- Inspect primary fuel and oil filters. Replace primary fuel filters and oil filters per manufacturer's recommendations and as needed.
- Drain water from water separator (if applicable).
- Operate fuel-priming pump and check for proper operation and leaks (if applicable).
- Check engine's fuel system for leaks.
- Check governor for proper operation.
- Check and record battery cells specific gravity.
- Top off electrolyte level.
- Check and record battery charger amperage.
- Adjust battery charger float rate for optimum performance (if possible).
- Check and tighten battery connections.
- Clean and apply corrosion inhibitor to terminals of lead acid batteries only.
- Inspect and tighten starter motor connections and wires.
- Inspect flexible exhaust coupling for cracks and leakage.
- Inspect exterior of exhaust manifolds for oil or fuel slobbering (signs of wet stacking).



- Inspect exhaust outlet protector or screening.
- Drain water in exhaust moisture traps.
- Inspect exhaust manifolds and exhaust system for broken or missing hardware.
- Inspect air filters for plugging and deterioration.
- Test air cleaner indicator.
- Check air intake piping and connections for damage.
- Inspect turbocharger for seal leakage and excessive end-play clearance.
- Perform an operational test of all safety lamps.
- Check and tighten loose connections on the generator set and control panel.
- Check relays in control panel.
- Inspect control panel for dirt and clean as needed.
- Inspect air cleaner seal for pliability and change if needed.
- Check rotor air-gap for correct clearances.
- Inspect rotor and stator for excessive damage, wear, and dirt or oil build up.
- Inspect coupling and guards for loose or missing parts.
- Check tightness of generator leads and voltage regulator control wiring.
- Strap and tape any wiring or generator leads that are rubbed or have worn insulation.
- Inspect brushes and slip rings or rotating rectifiers.
- Clean and adjust voltage drop potentiometer.
- Clean crankcase breather, inspect hose connections.
- Inspect fan drive. Lubricate fan drive with approved bearing lubricant per manufacturer's recommendations and as needed.
- Inspect external generator bearings. Lubricate generator bearing with approved bearing lubricant per manufacturer's recommendations and as needed.
- Inspect governor linkage for proper operation. Lubricate governor linkage with approved bearing lubricant per manufacturer's recommendations and as needed.
- Inspect generator set vibration isolators and adjust as needed.
- Check and record battery voltage level during over-crank test for minimum voltage required maintaining controls during starting.
- Check for proper cranking termination upon starting.
- Check proper operation of engine and generator instruments with generator running.
- Adjust governor control for optimum performance and frequency.
- Adjust voltage regulator for proper voltage.
- Record field voltage during generator no-load running.
- Check and record alternator voltage with engine running.
- Check for abnormal noise or vibration.
- Check for abnormal exhaust characteristics with engine running (signs of wet stacking).
- Check for proper operation of remote fan motors, thermostats, circulating pumps, solenoid valves.
- Check inlet and discharge louvers for proper operation with engine running and stopped.
- Check for excessive crankcase blow by with engine running.
- Re-check oil level with engine running.
- Re-check for leaks with engine running.
- Test auto-start system.
- Test safeties and pre-alarms on control and enunciator panels..
- Reset all controls to automatic.
- Set circuit breaker to correct position.
- Check fuel valves to correct position.
- Check voltage regulator is on and not tripped.
- Check battery charger is on.
- Check day tank controls are on.
- Check remote radiator fan controls are on.
- Check auxiliary water pump controls are on.
- Check jacket water heaters are on.
- Check louver controls are on (if applicable).



- Verify time-clock initiated generator exercise program.
- Check spill containment dikes for seal. Clean any collected debris from within the dike enclosure.
- Test all automatic and manual transfer switches and associated devices both mechanically and electrically IF the property owner grants permission to do so.
- Instruct owner, if owner is available and present at time of inspection, on operation and upkeep procedures between inspections.
- After all of the above, run generator set and conduct testing.
- Submit a detailed report of this inspection to the owner, and advise of any further work required.

## **ADDITIONAL SERVICES AND REPAIR**

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Any additional repairs, parts, or services which may be required will be brought to the attention of the customer. Repairs will be made only after proper authorization is given to *Alternate Power Industries, Inc.* Any additional repairs, maintenance or services will be performed at current *Alternate Power Industries, Inc.* rates for labor. Parts will be supplied at the manufacturer's suggested list price. Emergency services between regular inspection visits will be provided at current rates for labor plus travel time and mileage.

## **AGREEMENT TERMS AND CONDITIONS**

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Agreement price includes materials, labor, travel time and mileage to perform the services listed above. Agreement includes oil, oil filters, fuel filters and coolant filters.

***It is understood that this agreement does not include any parts or labor that may be required or diagnosed during the course of maintenance other than those specifically mentioned above. This agreement does not include expenses to repair damage caused by abuse, neglect, accident, theft, act of a third person, altering of equipment, or forces of nature. Alternate Power Industries, Inc. shall not be responsible for failure to render service for causes beyond its control, including life-safety related or emergency repair requests that preempt scheduled maintenance service or strikes and labor disputes.***

*Alternate Power Industries, Inc.* warrants and agrees that all of its personnel performing services pursuant to this agreement shall be trained for the services they perform and that all parts and materials installed pursuant hereto shall be new and suitable for the use intended.

## **LIMITED WARRANTY POLICY OF ALTERNATE POWER INDUSTRIES, INC.**

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### **Parts and Materials**

*Alternate Power Industries, Inc.* does not warrant, either expressly or implied, any parts or material. The owner's sole remedy is the warranty of the manufacturer.

## **SERVICE, REPAIR AND WORKSMANSHIP**

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Owner understands and agrees that *Alternate Power Industries, Inc.* is not responsible for special or consequential damages, including loss of time, injury to person or property or any other consequential damage, incidental or economic loss due to unit or equipment failure. *Alternate Power Industries, Inc.* does agree to correct by repair or replacement any defects of material or workmanship installed under this Inspection Agreement which may develop under normal and proper use within thirty (30) days from installation, provided owner gives *Alternate Power Industries, Inc.* written notice within forty-eight (48) hours of such defects, and inspection by *Alternate Power Industries, Inc.* substantiates owner's claim. Such correction shall constitute a fulfillment of all obligations to the owner and shall constitute owners sole remedy.

**Agreement for:**

Village of Gilberts  
Attn. John Castillo  
87 Galligan Road  
Gilberts, IL 60136

**Prepared by:**

Alternate Power Industries, Inc.  
4143 W. Orleans Street  
McHenry, IL 60050

Phone: 815-344-0678

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**EQUIPMENT COVERED UNDER THIS AGREEMENT**

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This agreement exclusively covers provision of services on the equipment listed below:

Location	Manufacturer/Model	Serial Number
WWTP	Kohler 750 ROZD4	0716709
WTP Well House	Kohler 500 ROZD4	0717256
Barancik LS	Kohler 300REOZD	0718928
Silver Trails LS	Olympian G125G1	OLY00000NGG01063
Timber/Meadows LS	Kohler 60RZG	0740377
Valencia LS	Olympian G60F3	OLY00000KNFC02751
Glacial Falls LS	60 kW NG	TBD

This is a firm quote from *Alternate Power Industries, Inc.* and is guaranteed for the first year the agreement is in effect on all equipment listed above. If additional equipment is added, a new agreement must be drawn.

**This quote consists of two (2) visits per year on equipment listed above; one (1) comprehensive preventive maintenance with oil & filter change, and one (1) full system inspection. Replacement batteries are not included in our costs unless otherwise specified; costs additional when required.**

**Load Bank Testing (Optional - Quoted Upon Request)**

A Load Bank Test entails having your generator disconnected from its back-up circuits and re-connected via an external "load" machine. This machine draws a full load off of the generator and meters performance. Generally this test is performed to test the integrity of the generator and to ensure that it is able to operate at full capacity. It is highly recommended, and in many situations, it is standard village or city code to execute load banks on diesel generators. This is performed to help prevent and correct "wet stacking" (carbon deposit build-up in the exhaust system that can eventually burn up if not removed). When carbon deposit builds and the generator runs, it emits thick white to gray smoke that has been known to disrupt neighboring residences and local air quality. NFPA110 code recommendation is for one (1) load bank per year, per generator, with a minimum run time of two (2) hours. Costs are dependent upon total kW output and are quoted separately.

**Optional Add-Ons: (Per Genset)**

*Please check applicable box(es) for test(s) desired*

- |  |                  |     |
|--|------------------|-----|
| <input type="checkbox"/> Analysis of Coolant     | <b>\$ 49.00</b>  | x 7 |
| <input type="checkbox"/> Analysis of Engine Oil  | <b>\$ 38.00</b>  | x 7 |
| <input type="checkbox"/> Analysis of Diesel Fuel | <b>\$ 150.00</b> | x 3 |



☐ **1-Year Basic Planned Maintenance Agreement (without add-ons):**  
Includes Level 1 & Level 2 Services

**\$ 5,575.00**

☐ **1-Year Basic Planned Maintenance Agreement (with fluid tests):**  
Includes Level 1 & Level 2 Services

**\$ 6,634.00**

**Acceptance of this Quote**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_ P.O. No. \_\_\_\_\_

Alternate Power Industries, Inc. provides an invaluable service that comes from not only being a local company, but a turn-key operation. We are a full-service generator provider; offering sales, installation, service, warranty, and preventive maintenance for both residential and commercial applications. When Alternate Power Industries, Inc. is compared to other local companies, many of our satisfied customers chose to use us as their turn-key operation because of the value-oriented service we provide. Our services have been proven through our years of experience installing/maintaining generators and we have no hidden fees in our estimates. We would be happy to provide a list of references upon request.

Thank you again for the opportunity to provide your company with our generator maintenance services. Alternate Power Industries, Inc. looks forward to establishing a lasting service relationship, and is committed to providing an exceptional customer service experience.

Respectfully,

*Nancy Arnold-Greene*  
Service Manager

\*The pricing table below reflects the 2016 pricing and costs associated with an incident that warrants a service call or an emergency visit in addition to a planned scheduled preventive maintenance agreement.

**2016 LABOR RATES FOR NON PREVENTIVE MAINTENANCE SERVICE CALLS**

<b>Hourly Labor Rates</b>	<b>Minimum Hours</b>	<b>Cost Per Hour</b>
Regular Rates	1	\$110.00
Overtime Rates	1	\$165.00
Saturday & Emergency Service Rates	4	\$165.00
Sunday & Holiday Rates	4	\$220.00
Travel Expense	1	\$1.75 per mile