



VILLAGE OF GILBERTS
VILLAGE BOARD MEETING MINUTES
TUESDAY, MAY 16, 2023
Village Hall: 87 Galligan Road, Gilberts, IL 60136

1. CALL TO ORDER / PLEDGE OF ALLEGIANCE

President Zambetti called the meeting to order at 7:00 p.m. He proceeded to lead those present in the Pledge of Allegiance.

2. ROLL CALL / ESTABLISH QUORUM

Village Clerk Kelly Mastera called roll. Roll call of Board members present: Trustees Chapman, Vanni, Allen, Coats, Redfield, and Marino were present, as was President Zambetti. Also present were Administrator Brian Bourdeau, Management Analyst Riley Lynch, Public Works Director Wade Kretsinger, and Finance Director Taunya Fischer.

3. PUBLIC COMMENT – None.

4. CONSENT AGENDA

A. A Motion to approve Minutes from the May 2, 2023 Regular Village Board Meeting

B. A Motion to approve Bills & Payroll dates May 16, 2023

C. A Motion to approve the April 2023 Treasurer's Report

President Zambetti asked if any Board members wished to remove an item from the Consent Agenda. Clarification was made that the minutes being approved were the revised set sent to the Board via email. No removals were requested.

A Motion to Approve Consent Agenda items 4.A-C as presented was made by Trustee Redfield and seconded by Trustee Allen. Roll call votes – Aye: (6) Trustees Allen, Coats, Redfield, Marino, Chapman, and Vanni / Nay: 0 /Absent:0 /Abstained:0

5. ITEMS FOR APPROVAL –

A. An Ordinance Adopting an Electronic Participation in Meetings Policy (Ordinance 10-2023)

A Motion to Approve Item 5.A was made by Trustee Allen and seconded by Trustee coats. Roll call votes – Aye: (6) Trustees Allen, Coats, Redfield, Marino, Chapman, and Vanni / Nay: 0 /Absent:0 /Abstained:0

B. A Resolution Accepting a Grant from the National Fitness Campaign and Authorizing the Purchase of an Outdoor Fitness Court as Part of the 2023 National Fitness Campaign in the Amount Not-to-Exceed \$155,000 (Resolution 13-2023)

President Zambetti explained a question that arose regarding the option for a yoga pad. Administrator Bourdeau detailed that a yoga pad could be added in the future for an additional cost. Trustee Vanni asked some clarifying questions about the location of the equipment. Administrator Bourdeau answered that the equipment will be located in Town Center Park to best fit the criteria required by the National Fitness Campaign. Trustee Marino asked a question regarding how this equipment is being paid for. President Zambetti and Administrator Bourdeau explained that the money would come from the general fund. Trustee Vanni asked about having different artwork on the equipment area. Administrator Bourdeau explained that a different artist could be featured, but it would raise the cost. Trustee Allen asked a question regarding who is responsible for maintenance should the equipment be vandalized. Administrator Bourdeau responded by saying that the Village would be responsible. President Zambetti then discussed how the new amenity would be beneficial to a wide demographic of residents.

A Motion to Approve Consent Agenda item 5.B was made by Trustee Redfield and seconded by Trustee Vanni. Roll call votes – Aye: (6) Trustees Allen, Coats, Redfield, Marino, Chapman, and Vanni / Nay: 0 /Absent:0 /Abstained:0

C. A Resolution to Authorize the Execution of an Agreement with A. Lamp Concrete Contractors, Inc. for the Willey Street and Union Street Roadway Improvements in an Amount Not-to-Exceed \$438,542 (Resolution 14-2023)

Administrator Bourdeau gave an overview of the road project. He also detailed that an MFT resolution to be filed with IDOT is required, and a task order with Robinson is presented to oversee the construction project.

A Motion to Approve Consent Agenda item 5.C was made by Trustee Allen and seconded by Trustee Coats. Roll call votes – Aye: (6) Trustees Allen, Coats, Redfield, Marino, Chapman, and Vanni / Nay: 0 /Absent:0 /Abstained:0

D. A Resolution for Improvements Under the Illinois Highway Code (IDOT) – Supplemental for Willey Street and Union Street (Resolution 15-2023)

A Motion to Approve Consent Agenda item 5.D was made by Trustee Redfield and seconded by Trustee Allen. Roll call votes – Aye: (6) Trustees Allen, Coats, Redfield, Marino, Chapman, and Vanni / Nay: 0 /Absent:0 /Abstained:0

E. Approval of a Task Order with Robinson Engineering for Construction Engineering Services for Willey Street and Union Street Roadway Improvements in an Amount Not-to-Exceed \$62,000

A Motion to Approve Consent Agenda item 5.E was made by Trustee Redfield and seconded by Trustee Coats. Roll call votes – Aye: (6) Trustees Allen, Coats, Redfield, Marino, Chapman, and Vanni / Nay: 0 /Absent:0 /Abstained:0

F. Approval of a Task Order with Robinson Engineering for Professional Engineering Services for the 2023 Roadway Resurfacing Program in an Amount Not-to-Exceed \$30,000

A Motion to Approve Consent Agenda item 5.F was made by Trustee Allen and seconded by Trustee Redfield. Roll call votes – Aye: (6) Trustees Allen, Coats, Redfield, Marino, Chapman, and Vanni / Nay: 0 /Absent:0 /Abstained:0

G. A Resolution to Authorize the Execution of an Agreement with Water Well Solutions for the Maintenance on Well 4 in an Amount Not-to-Exceed \$200,000 (Resolution 16-2023)

Administrator Bourdeau gave a brief history of well 4, and an overview of the maintenance work to be done. Trustee Allen asked what would need to occur should this maintenance be ineffective. Director Kretsinger replied by saying they are confident that this will succeed. He also specified that we would assess the situation and possible solutions should the maintenance not be successful. Trustee Chapman asked about the timeline in which the maintenance will be complete. Director Kretsinger replied saying it would take until about the end of July.

A Motion to Approve Consent Agenda item 5.G was made by Trustee Allen and seconded by Trustee Vanni. Roll call votes – Aye: (6) Trustees Allen, Coats, Redfield, Marino, Chapman, and Vanni / Nay: 0 /Absent:0 /Abstained:0

H. A Resolution Authorizing the Purchase of Two (2) Ford Utility Trucks from Ewald's Hartford Ford LLC in an Amount Not-to-Exceed \$130,000 (Resolution 17-2023)

Trustee Chapman asked for details regarding the fleet replacement schedule for Public Works. Director Kretsinger detailed that the fleet is on about a 5-year replacement schedule and discussed the schedule's current progress.

A Motion to Approve Consent Agenda item 5.H was made by Trustee Allen and seconded by Trustee Vanni. Roll call votes – Aye: (6) Trustees Allen, Coats, Redfield, Marino, Chapman, and Vanni / Nay: 0 /Absent:0 /Abstained:0

I. A Resolution Authorizing an Agreement with Advanced Automation & Controls Inc. for Repairs and Upgrades to the Village's SCADA System in a Not to Exceed Amount of \$40,000 (Resolution 18-2023)

Administrator Bourdeau and Director Kretsinger gave a synopsis of the Village's SCADA system and how it is in need of repair.

A Motion to Approve Consent Agenda item 5.I was made by Trustee Allen and seconded by Trustee Redfield. Roll call votes – Aye: (6) Trustees Allen, Coats, Redfield, Marino, Chapman, and Vanni / Nay: 0 /Absent:0 /Abstained:0

6. ITEMS FOR DISCUSSION – None

7. STAFF REPORTS

Analyst Lynch reported that Community Days is 2 weeks away, that advanced carnival tickets are available for purchase, and that he will be on the radio the following week to advertise Community Days.

Administrator Bourdeau reported that NIMEC will be coming before the board to give a presentation on electrical aggregation at the second meeting in June. He then reported a potential developer that may wish to give a concept presentation in the coming months. He also detailed that with the season, there is a portal available online in which to report tall grass complaints. Administrator Bourdeau and President Zambetti then discussed the short staffing challenges that the Village is facing in public works and with Clerk Mastera leaving. Administrator Bourdeau then detailed a plan to address these staffing issues. He recommended adding an additional full time public works laborer position, transitioning the clerk position to part time, and hiring a new fulltime general administration position. He explained that this would require a budget amendment be approved by the board at a future meeting. President Zambetti and the Board agreed with the proposed staffing changes. Administrator Bourdeau then detailed how staff will then begin the search for a new clerk and prepare the groundwork for the other positions and budget amendment.

8. TRUSTEES' REPORTS – Trustee Allen reported that Elgin Recycling will be hosting a dunk tank for charity at Community Days, and asked if any Trustees are interested in participating.

9. PRESIDENT'S REPORT – President Zambetti asked that if anyone wanted to help with Community Days to reach out to Analyst Lynch.

10. EXECUTIVE SESSION – None

11. ADJORNMENT

There being no further public business to discuss, a motion to adjourn from the public meeting was made by Trustee Allen and seconded by Trustee Redfield at 8:45 p.m. Voice vote carried unanimously, Aye: (6) Trustees Allen, Coats, Redfield, Marino, Chapman, and Vanni / Nay: 0 /Absent:0 /Abstained:0

Respectfully submitted,

Riley Lynch

Riley Lynch, Management Analyst