



**MINUTES FOR VILLAGE OF GILBERTS  
COMMITTEE OF THE WHOLE MEETING  
Village Hall: 87 Galligan Road, Gilberts, IL 60136  
Meeting Minutes  
Tuesday, October 9, 2018**

**1. 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.

**2. ROLL CALL / ESTABLISH QUORUM**

Village Clerk Courtney Nicholas called the roll. Roll call: Members present: Trustees Kojzarek, Allen, Zambetti, Farrell, Hacker, and President Zirk. Others present: Village Administrator Brian Bourdeau, Village Attorney Julie Tappendorf, and Public Works Director John Swedberg. Trustee Corbett was absent.

**3. PUBLIC COMMENT**

There were no public comments.

**4. ITEMS FOR DISCUSSION**

A. DR Horton Concept Presentation for Revised Duplex Product in Gilberts Town Center – Administrator Bourdeau presented a slide show presentation to the Board that compared the previously approved elevations for Gilberts Town Center with the proposed elevations that were submitted by DR Horton. Village Attorney Tappendorf advised that the Plan Commission must hold a public hearing on DR Horton's requested variances, and will then make a recommendation to the Village Board. The Village Board must also hold a public hearing before approving any amendment to the Annexation Agreement. Danielle Dash of DR Horton presented a slide show presentation to the Board. Ms. Dash stated that DR Horton cannot build the same product that was previously approved by the Board which led President Zirk to respond that while the previously approved product cannot be replicated, DR Horton could build something more similar than what they are presenting to the Board now. President Zirk explained to Ms. Dash that the Board had previously promised the residents of Town Center that they would only approve elevations to be built that were the same as what was offered to the Town Center residents at that time. Trustees Zambetti and Farrell stated that they would be interested in receiving more feedback from the current residents of Town Center about how they would feel with the Village approving the DR Horton elevations. President Zirk advised Ms. Dash that DR Horton would need to make a decision and then talk to Administrator Bourdeau to start the variation to the annexation process.

- B. Community Days Structure – Administrator Bourdeau proposed to operational structure options for the Gilberts Community Days event. The first option was to create an official not-for-profit organization called “Gilberts Community Days”. The creation of the non-for-profit of the NFP would cost about \$2,000 - \$2,500 in state, federal and legal fees. It would take approximately a year for the organization to be recognized as a non-for-profit. The startup cost of creating the non-for-profit would take a large portion out of the starting balance for 2019. The second option was to create a Community Days Fund within the Village of Gilberts annual budget. This fund would have the ability to track income and expenses for the event as well as carry over any fund balance to be used in future years. Administrator Bourdeau advised the Board that it is Staff’s recommendation to proceed with Option 2 as it most closely represents the current structure and operation of the event. Additionally, much of the necessary internal support structure is already in place for the accounting, insurance and contract review components. There were no objections from the Board on the recommendation of Staff.
- C. Project List Prioritization – Administrator Bourdeau described five key projects that Staff will be working to complete. These projects were Sexual Harassment Prevention Training, Personnel Manual Updates, Job Description Updates, Purchasing Manual Development, and Financial Policy Review and Updates. Administrator Bourdeau stated that the Sexual Harassment Prevention Training is the highest priority since it has been several years since the Village Staff has completed this training. Administrator Bourdeau presented a timeline that illustrated the projected completion of the projects.

## **5. OTHER BUSINESS**

There were no items to discuss at this time.

## **6. STAFF REPORTS**

Village Administrator Bourdeau - Advised the Board that Jeff from the Shell Gas Station had contacted Staff regarding concerns he had with the Right In Right Out. Administrator Bourdeau stated that they reached out to Riemer’s Group and that it, along with the pedestrian crossing, should be repaired in the next week or so.

The curbing has been completed in Town Center.

Public Works Director Swedberg – Old Town, Timber Glen, Timber Trails, and Woodland Meadows now all have LED streetlight bulbs. Town Center will be completed next.

Village Clerk Nicholas – Advised the Board that she will be attending the Clerk’s Institute in Springfield next week so Deputy Clerk D’Amato will be present for the next Board meeting.

The 2019 Resident Calendar is still being drafted and will be sent to printing around the same time that last year’s calendar was submitted.

## **7. TRUSTEE REPORTS**

The trustees had nothing to report at this time.

## **8. PRESIDENT’S REPORTS**

President Zirk asked the Board for their consideration regarding the Northern Kane County Chamber of Commerce Community Service Award for this year. The Board indicated that they were all comfortable with the nomination of Chris Swenson.

**9. EXECUTIVE SESSION\***

An executive session did not take place.

**10. ADJOURNMENT**

There being no further public business to discuss, **a Motion was made by Trustee Allen and seconded by Trustee Kojzarek to adjourn from the public meeting at 8:38 p.m.** Voice vote carried unanimously.

Respectfully submitted,

*Courtney Nicholas*

Courtney Nicholas  
Village Clerk