



**Village of Gilberts  
87 Galligan Road  
Gilberts, IL 60136  
Special Village Board  
Meeting Minutes  
November 8, 2016**

**Call to Order/Pledge of Allegiance**

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

**Roll Call/Establish Quorum**

Village Clerk Meadows called the roll. Roll call: Members present: Trustees Kojzarek, Corbett, LeClercq, Zambetti, Farrell, Hacker and President Zirk. Others present: Administrator Sakas, Attorney Tappendorf, Chief Building Inspector Swedberg and Finance Director Blocker. For members of the audience please see the attached copy of the sign in sheet.

**Public Comment**

President Zirk asked if there was anyone in the audience who wished to address the Board Members. There were no comments offered from anyone in attendance.

**Consent Agenda**

- A. A Motion to approve Minutes from the October 18, 2016 Village Board Meeting**
- B. A Motion to ratify Bills and Payroll dated November 8, 2016 as follows: General Fund \$61,936.92, TIF Payments \$208,994.99, Permit Pass Thrus \$6,052.50, Performance Bonds and Escrows \$1,001.00, Water Fund \$43,536.85 and Payroll \$68,205.29**

President Zirk asked the Board Members if there was any item they wished to be removed from the consent agenda for separate consideration. The Board Members offered no comments. **A Motion was made by Trustee Farrell and seconded by Trustee LeClercq to approve the consent agenda items A-B as presented.** Roll call: Vote: 6-ayes: Trustees Kojzarek, Corbett, LeClercq, Zambetti, Farrell and Hacker. 0-nays, 0-abstained. Motion carried.

**Items for Approval**

There were no items listed under "Items of Approval".

**Items for Discussion**

**Expense Reimbursement Policy**

Administrator Sakas stated that in his opinion Attorney Tappendorf's memo explained the recently passed Public Act 99-604 in great detail. He noted that there was no magic number for the total expense reimbursement amount of \$1,500 per event. Administrator Sakas reported that Staff had researched what other surrounding communities had adopted as their per event travel reimbursement amount and there seems to be a lack of consistency across the board.

Attorney Tappendorf noted that under the new law the Village must adopt a local reimbursement policy by ordinance or resolution that contains a maximum allowable reimbursement for Staff conferences or training events which includes travel, meal, and lodging expenses. However, the reimbursement amount does not include the conference or training registration fees. The reimbursable cost amount would be included in the budget discussion and then Board approved.

In addition, the new law requires the Village Board to formally approve all expenses incurred by members of the corporate authorities and any expense by any other Village official or employee that exceeds the maximum allowable authorized by the policy adopted.

The Board Members questioned the reimbursement amount of up to \$1,500.00. Attorney Tappendorf reported that the reimbursement for meals and lodging are adjusted by using the U.S. General Service Administration (GSA) regulations in place at the time the expense is occurred. Mileage is reimbursed at the prevailing IRS mileage rate.

President Zirk noted that there has not been any abuse by Staff with respect to conference and training expense reimbursements in the past. In addition, the Board Members have the authority to adjust the reimbursement policy allowable amount at any time.

There being no further discussion on the expense reimbursement policy the Board Members directed Staff to place the resolution on the next consent agenda.

#### **Mowing Outsource**

Administrator Sakas commented on the recent RFP Bids received submitted by six landscape companies and also the mowing cost estimated for Public Works. He reported that the bid amounts range from \$13,944.00 to \$64,344.00. He noted that Assistant Administrator Beith had contacted each bidder to ensure the bid amounts were for the specific areas and mowing cycle as noted in the RFP.

Administrator Sakas commented on the cost estimate provided by Chief Building Inspector Swedberg with respect to Public Works labor, equipment, equipment maintenance and fuel cost to maintain the areas depicted in the RFP.

President Zirk commented on the fact that the lack of Public Works manpower creates a situation that makes it difficult for Public Works to do any other task during the mowing season other than to mow the public areas. A lengthy discussion ensued with respect to other projects the Board Members would like to see completed. This matter will be discussed in greater detail during the budget discussions.

### **Ice Rink**

Administrator Sakas commented on a recent online facebook survey in which the question was asked if the resident would utilize an outdoor ice rink. He noted that there wasn't an over whelming response either way. He noted the survey maybe should have been do you own a pair of ice skates and would you utilize an ice rink. In addition, Staff recently offered the Board Members with three ice rink location options and he didn't receive a consensus on the preferred location.

Trustee LeClercq commented on the fact that he was not in favor of over burdening the Public Works Department with constructing an ice rink if the rink would be underutilized. Trustee Zambetti reported that in the past, he noticed just a handful of residents using the ice rink. Trustee Kojzarek noted that if she wanted to take her family ice skating she would visit the indoor Leaf Ice Rink facility. In her opinion the Board is expressing indifference and maybe at this time the ice rink installation should be placed on hold.

There was a brief discussion on the ice rink location. President Zirk concurred with the Board Members and placed this matter on hold.

### **Staff Reports**

#### **October 2016 Treasurer's Report**

President Zirk asked if any of the Board Members had any comments on the October 2016 Treasurer's Report. The Board Members offered no comments.

Finance Director Blocker provided the Board Members with an update on the implementation of the new BS&A Software. She reported the installation and implementation of the software is proceeding as scheduled.

Administrator Sakas provided the Board Members with an update on the Gilberts Town Center pavilion installation. He reported that due to the weather the installation is moving quickly.

Administrator Sakas asked for Board direction with respect to moving forward with Board pictures prior to the April 2017 election. The Board Members concurred to wait until after the election to have a new Board picture taken.

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Administrator Sakas asked the Board Members to RSVP to Clerk Meadows if they were interested in attending the Northern Kane County Chamber Community Service event next Wednesday.

Administrator Sakas noted that the December 6<sup>th</sup> Village Board Meeting Agenda will be filled with end of the year housekeeping items.

Chief Building Inspector Swedberg along with Clerk Meadows expressed their approval of the new BS&A software.

#### **Board of Trustee Reports**

The Board of Trustees offered no reports.

#### **President's Reports**

President Zirk reported that Chris Nelson the Regional Manager for Comcast has approved the Village and inquired if the Village could consider entering into a franchise agreement with Comcast to offer fiber services to the Village. Staff will be in contact with Regional Manager Nelson. President Zirk reported that in the past years the Village was under served and now the residents have several fiber optics suppliers to choose from which increases competition and reduces service rates.

#### **Executive Session**

President Zirk inquired if either the Board Members or Staff had any matters they wished to discuss in executive session. Neither the Board Members nor Staff provided any comments.

#### **Adjournment**

There being no further public business to discuss, a **motion was made by Trustee LeClercq and seconded by Trustee Hacker to adjourn from the public meeting at 7:51 p.m.** Roll call: Vote: 6-ayes by unanimous voice vote. 0-nays, 0-abstained. Motion carried.

Respectfully submitted,

Debra Meadows