



Village of Gilberts
87 Galligan Road
Gilberts, IL 60136
Village Board
Meeting Minutes
February 21, 2017

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

Village Clerk Meadows called the roll. Roll call: Members present: Trustees Kojzarek, Corbett, Farrell, Hacker and President Zirk. 2-absent: Trustees LeClercq and Zambetti. Others present: Administrator Sakas, Assistant Administrator Beith, Chief Building Inspector Swedberg, Finance Director Blocker and Chief of Police Rossi.

Introductions

Chief Rossi introduced two new part-time officers, Officer Kyle Kohl and Officer Martin Griffin. He noted that both officers are certified patrolman. Chief Rossi commented on Officer Kyle Kohl. He noted that Officer Kohl is a young enthusiastic officer who was sworn in on January 31, 2017. Officer Kohl has begun his field training and was recommended for the position by Officer Lorenz.

Chief Rossi continued to comment on Officer Griffin's qualifications. He reported that Officer Griffin was sworn in on February 8, 2017. He is a seasoned veteran and also has begun his field training. The Board Members welcomed the two officers.

Presentation

YMCA

Community Outreach Director Jennifer Alberts addressed the Board. She reported that she was in attendance to provide the Board Members with the annual YMCA program and membership update. Director Alberts provided the Board Members with a comparison of the 2015-2017 program enrollment numbers. She noted that all program enrollment numbers had increased significantly since 2015. Director Alberts commented on the success of each of the programs.

Director Alberts discussed future expansion opportunities. She noted that the Y had seen an increase in basketball registration. The Y continues to look for an affordable space to offer additional programs.

Director Alberts discussed the annual support the YMCA offers to the Village. She noted that the Y donates \$800.00 to sponsor the Annual Bonfire/Hayride. In addition, the YMCA donated \$500.00 to the annual Easter Egg Hunt and continues to provide Staff and monetary support to all other Village events.

Director Alberts noted that the Y also provides \$5,000.00 to Gilberts Elementary School for the use of their facility for the After School Child Care Program.

In conclusion Director Alberts reported that the YMCA has offered Gilberts Residents in 2016-2017 scholarships in the amount of \$5,000.00. The Board Members thanked her and the YMCA for their continued service and support to the community.

Public Comment

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

Consent Agenda

- A. A Motion to approve Minutes from the February 7, 2017 Special Village Board Meeting**
- B. A Motion to approve Minutes from the February 14, 2017 Committee of the Whole Meeting**
- C. A Motion to approve January 2017 Treasurer's Report**
- D. A Motion to approve Bills and Payroll dated February 21, 2017 as follows: General Fund \$74,743.99, Water System \$15,372.60 and Performance Bonds \$5,491.45**
- E. A Motion to approve Resolution 06-2017, a Resolution approving the Executive Session Meeting Minutes**

President Zirk noted that the February 7, 2017 Special Village Board Meeting Minutes under consideration were the amended minutes that Clerk Meadows sent via email.

President Zirk asked if any of the Board Members wished to remove any item from the consent agenda for separate consideration. The Board Members offered no comments. **A Motion was made by Trustee Kojzarek and seconded by Trustee Corbett to approve the consent agenda items A-E as presented.** Roll call: Vote: 5-ayes: Trustees Kojzarek, Corbett, Farrell, Hacker and Present Zirk. 0-nays, 0-abstained. Motion carried.

Items for Approval

A Motion to approve Ordinance 06-2017, an Ordinance Extending the Village's Water System Connection Incentive Program for the Central Area TIF

Administrator Sakas reported that the Village Board had established a two-year incentive program to encourage property owners located in the Central Area TIF with private water wells to connect to the Village's potable water system. This two-year incentive program will expire on March 3, 2017. He noted that in the original ordinance there was a provision to extend the program.

Administrator Sakas commented on the fact if the Board was to extend the program for 7 months to expire on October 2, 2017 the deadline would coincide with the exact 10-year middle of the 20 year recapture agreement time span.

Administrator Sakas reported that he had attached a sample letter that would be sent certified mail to each of the properties located in the Central Area TIF explaining the situation and their options. Trustee Farrell asked if the letter would include the list of frequently asked questions. Administrator Sakas replied yes.

There being no further discussion on the motion, **a Motion was made by Trustee Farrell and seconded by Trustee Kojzarek to approve Ordinance 06-2017, an Ordinance Extending the Village's Water System Connection Incentive Program for the Central Area TIF.** Roll call: Vote: 5-ayes: Trustees Corbett, Farrell, Hacker, Kojzarek and President Zirk. 0-nays, 0-abstained. Motion carried.

A Motion to approve Resolution 07-2017, a Resolution Authorizing the approval of the CY 2017 Recreational Programming Agreement with the Golden Corridor Family YMCA

President Zirk reported that this is an annual agreement with the YMCA. He asked the Board Members if they had any questions on the Resolution being considered. The Board Members offered no comments.

A Motion was made by Trustee Hacker and seconded by Trustee Farrell to approve Resolution 07-2017, a Resolution Authorizing the approval of the CY 2017 Recreational Programming Agreement with the Golden Corridor Family YMCA. Roll call: Vote: 5-ayes: Trustees Farrell, Hacker, Kojzarek, Corbett and President Zirk. 0-nays, 0-abstained. Motion carried.

A Motion to approve Resolution 08-2017, a Resolution authorizing the approval of the CY 2017 Recreational Programming Agreement with the Tri-Cities Travel Baseball Team

President Zirk reported that this is the third annual agreement with the Tri-Cities Travel Baseball Team. He asked if any of the Board Members had any questions on the motion. The Board Members offered no questions or comments.

A Motion was made by Trustee Farrell and seconded by Trustee Corbett to approve Resolution 08-2017, a Resolution authorizing the approval of the CY 2017 Recreational Programming Agreement with the Tri-Cities Travel Baseball Team. Roll call: Vote: 5-ayes: Trustees Hacker, Kojzarek, Corbett, Farrell and President Zirk. 0-nays, 0-abstained. Motion carried.

A Motion to approve Resolution 09-2017, a Resolution authorizing approval of the CY 2017 Recreational Programming Agreement with the Northwest Little League T-Ball Teams

This was the first year authorizing the approval of the CY 2017 Recreational Programming agreement with the Northwest Little League T-Ball Teams. They are asking to use the Waitcus ball field and work around the YMCA's schedule. The Board Members offered no comments on the motion.

A Motion was made by Trustee Corbett and seconded by Trustee Kojzarek to approve Resolution 09-2017, a Resolution Authorizing the approval of the CY 2017 Recreational Programming Agreement with the Northwest Little League T-Ball Teams. Roll call: Vote: 5-ayes: Trustees Kojzarek, Corbett, Farrell, Hacker and President Zirk. 0-nays, 0-abstained. Motion carried.

A Motion to approve Resolution 10-2017, a Resolution authorizing the withdrawal from a Governmental Self-Insurance Sub-Pool and Membership in another Governmental Self-Insurance Sub-Pool and Requesting the approval of the Board of Directors of the Intergovernmental Personnel Benefit Cooperative (IPBC)

Assistant Administrator Beith reported that this Resolution reflects IPBC's sub-pool split due to the growth in participation. IPBC now has 33 entities across Northern Illinois. The geographic scattering has imposed difficulties related to meeting attendance which requires a physical quorum to transact business. The sub-pool members voted to split the existing 33 sub-pool into two geographically central sub-pools.

President Zirk asked if IPBC was grouping various risk groups together and the Village would be exposed to a higher risk sub-group which could produce an increase in premium cost. Finance Director Blocker replied no. The insurance coverage and premium cost will not be affected by the split. The sub-pool split is simply a change to facilitate more effective management for the members.

There being no further discussion on the motion, **a Motion was made by Trustee Farrell and seconded by Trustee Kojzarek to approve Resolution 10-2017, a Resolution authorizing the withdrawal from a Governmental Self-Insurance Sub-Pool and Membership in another Governmental Self-Insurance Sub-Pool and Requesting the approval of the Board of Directors of the Intergovernmental Personnel Benefit Cooperative (IPBC).** Roll call: Vote: 5-ayes: Trustees Corbett, Farrell, Hacker, Kojzarek and President Zirk. 0-nays, 0-abstained. Motion carried.

A Motion to approve Resolution 11-2017, a Resolution approving a Letter of Understanding between the Village of Gilberts and the State of Illinois Division of Highways

Administrator Sakas reported that Chief Building Inspector Swedberg had reviewed IDOT's Route 72 construction plans and noted some minor technical issues. The plans have since been revised and Staff is recommending approval of the Letter of Understanding. President Zirk asked if the Board Members had any questions or comments on the motion. The Board Members offered no comments or questions. **A Motion was made by Trustee Corbett and seconded by Trustee Hacker to approve Resolution 11-2017, a Resolution approving a Letter of Understanding between the Village of Gilberts and the State of Illinois Division of Highways.** Roll call: Vote: 5-ayes: Trustees Farrell, Hacker, Kojzarek, Corbett and President Zirk. 0-nays, 0-abstained. Motion carried.

A Motion to approve a Letter of Understanding-WOW Fiber Donation to the Village of Gilberts

Assistant Administrator Beith reported that WOW has installed 24 strands of fiber which connects the Village Hall with the Police Department. WOW installed the fiber line at no cost to the Village and is now dedicating the fiber line to the Village. Administrator Sakas noted that Assistant Administrator Beith worked directly with the WOW representative to accomplish the fiber line installation and dedication. He was uncertain how Assistant Administrator Beith was able to achieve this task with no cost to the Village when there is real cost associated to the installation. However, Administrator Sakas was impressed with the outcome.

President Zirk questioned who would be responsible if the fiber line was accidentally cut or if the line experienced a service interruption. Chief Building Swedberg commented on the fact that if the line was accidentally cut it would be the contractors who cut the line responsibility to pay for the cost to have the line repaired. However, if there was service interruption he believed the Village would be responsible for the repairs. The Board Members thanked Assistant Administrator Beith for his efforts.

President Zirk asked if the Board Members had any questions on the motion. The Board Members offered no comments. **A Motion was made by Trustee Corbett and seconded by Trustee Farrell to approve a Letter of Understanding for the WOW Fiber Donation to the Village of Gilberts.** Roll call: Vote: 5-ayes: Trustees Hacker, Kojzarek, Corbett, Farrell and President Zirk. 0-nays, 0-abstained. Motion carried.

Items for Discussion

FY -2018 Budget

Administrator Sakas provided the Board Members with an overview of the draft FY-2018 budget. He first commented on the FY-2017 budget surplus. He noted that the Village will have an estimated general fund surplus of \$192K. The surplus will assist in funding the Finance Director Transition, park projects and public works projects bringing the estimated surplus to \$148,500.00. Staff recommends using \$14k of the estimated FY-2017 surplus to fund low-cost maintenance items which would result in an estimated \$135K surplus.

Administrator Sakas continued on to discuss the draft FY-2018 budget. He noted that Staff had included all discussed budget requests resulting in a \$39K estimated income based on conservative revenue projections. Administrator Sakas noted the estimate income did include the pay-off of the backhoe and the cost savings with respect to the printing and mailing of the quarterly newsletter which will now be offered electronically. In addition, the draft budget does reflect the staffing adjustments to allow for two full-time positions one position in the Police Department and one position in the Public Works Department.

Administrator Sakas reported that the projects that are not included in the draft budget include 2 monument entrance signs and a Public Works generator. These items could be purchased during the calendar year. However the items are not budgeted in the FY-18 fiscal year budget.

Administrator Sakas discussed the park impact fees. He reported that the Village currently has \$212K in the Conservancy park impact fee fund. He reported that Staff is estimating an additional 25 home building permits being issued which would increase the total Conservancy impact fee fund to \$277K. Administrator Sakas recommends using a portion of the impact fees to fund the final engineering and grading of Town Center Park.

President Zirk commented on Staff's conservative approach to estimating the impact fee revenues. He supported the methodology when estimating revenues in general. A low conservative approach produces a favorable outcome when permits exceed the estimated amount of revenues.

Trustee Hacker questioned if the recent hire of three part-time officers would be sufficient to fill the shifts of the proposed full-time officer position. Chief Rossi reported that part-time officers will cover sick time, vacations, holidays, and training. Trustee Hacker noted that the full-time officer will cost the Village over a ½ million dollars over the course of the next ten years. Trustee Farrell noted that the Board reviews the budget annually and the Village does have on hand the funds to cover a full-time officer's salary and benefits. Trustee Corbett agreed with Trustee Farrell's comments. Trustee Farrell commented on the fact that both Public Works and the Police Department continue to lose part-time personnel to other municipalities offering full-time positions and benefits. In addition, there is cost associated with training and other personnel operational cost.

Chief Rossi discussed his experiences with hiring part-time officers. He noted the choice of being a Police Officer is a career path and certified officers' eventually find full-time employment elsewhere. He noted that he serves as a mentor to the officers and hopes each and every one of the officers eventually find full-time employment.

Administrator Sakas commented on the proposed full-time positions. He noted that each department has presented a workload management plan. Although the Public Works department plan is tangible and measureable. The Board Members have directed Public Works to complete certain tasks which require additional manpower, and the Police Department is trying to create a professional and sustainable department.

President Zirk noted that the part-time Officers have and continue to serve the Village well. However, in his opinion full-time officers are invested and committed to serve the community to the best of their ability. In addition, he trusted the Staff to make a rational and justifiable recommendation.

Administrator Sakas commented on the proposed recommendation to purchase one squad car and one Silverado for the Water Department. Trustee Hacker asked Chief Rossi how many squad cars currently are in the fleet. Chief Rossi reported that currently there are nine cars in the fleet. Trustee Hacker asked what the highest squad car mileage was. Chief Rossi believed the 2011 Crown Vic had 115,000 miles.

Administrator Sakas commented on the fact that he would like to implement a vehicle replacement schedule. In which the Village places a pre-determined dollar amount in the fund each year. This would allow the departments to purchase vehicles as needed instead of on a yearly basis and the department heads wouldn't have to scramble to find the funds. President Zirk agreed with this approach. He noted that the approach is similar to the equipment replacement schedule that he and Finance Director Blocker had implemented in past years.

Trustee Farrell discussed the proposed Public Works workload management plan. She asked Chief Building Inspector Swedberg to outline the workload management plan. Chief Building Inspector Swedberg discussed the workload management plan. He reported that he would have two crew members in charge of vehicle maintenance, the remaining permanent crew overseeing deferred maintenance projects, park and building projects with the seasonal part-time employees overseeing the mowing of Village owned properties and open space.

Administrator Sakas discussed the Water Fund proposed FY-2018 budget. He reported the FY-2017 projected surplus is \$277K. Which Staff recommends a portion of the surplus fund the High-Service Pump Project along with the purchase of a water main break trailer leaving an estimate surplus of \$192K for year-end reserves. The FY-2018 estimated surplus of \$242K includes funding the tower inspections, pick-up truck, and the meter change-out program. Staff also recommends funding the roof replacement program leaving a final estimated surplus of \$187K resulting in a combined surplus of \$379K.

Trustee Corbett asked Chief Building Inspector Swedberg on the timeframe remaining on the water meter replacement program. Chief Building Inspector Swedberg reported that after the completion of this year's program the Village will not be replacing meter for at least 8-10 years.

Administrator Sakas commented on the Road Improvement Fund. He reported that the Road Fund estimated balance is \$917,000.00. Staff recommends obtaining engineering cost and estimated reconstruction cost in the near future which could be partially funded with TIF dollars.

Administrator Sakas discussed other funds. He reported that there is \$10,000.00 remaining in the Neumann Home transition fees. These funds have been on hand since 2008 and should be expended. He recommends funding the construction of a Police Department car port. President Zirk noted that the funds were intentionally left in place due to the uncertainty of the completion of the development.

There was some discussion on the time and use of impact fees. Administrator Sakas noted that the impact fees should be used to improve the park spaces in the development in which they were captured and expended in a timely fashion.

There was some discussion on the Water Fund surplus. President Zirk commented on the fact that the Water Fund surplus is not a lot of reserve cash if a high price ticket item were to fail. However, the Village's system is newer and in good condition.

Administrator Sakas discussed the end of the year balance of the DUI funds. He noted that Chief Rossi is in the process of applying for a matching grant to purchase a Livescan (fingerprinting/background) system. However, if the grant is not awarded to the Village he recommends purchasing the Livescan with DUI funds which is an eligible expense. Administrator Sakas noted that the current Livescan system warranty has expired and the system is no longer supported.

Administrator Sakas reported that the final draft budget will appear on the March 21st agenda for discussion and the Public Hearing is scheduled for April 18th.

Staff Reports

Administrator Sakas reported that the new Finance Director is scheduled to start on March 13th.

Chief Building Inspector Swedberg reported that last years' two part-time seasonal employees have committed to return this year. He is currently advertising for the one open position. President Zirk asked Chief Building Inspector Swedberg what was the status of the road salt supply. Chief Building Inspector Swedberg reported that the Village will be obligated to take the minimum salt delivery and Staff has begun the process of elevating the salt currently in the salt bin to make room for the salt delivery.

Finance Director Blocker reported that 70 blue tags will be hung on residents' doors tomorrow.

Chief Rossi reported that this is his third year of employment with the Village and he thanked the Board Members and Staff for their support through-out the past three years.

Trustees' Reports

The Trustees offered no reports

President's Report

President Zirk thanked the Staff for their work in drafting the FY-2018 Budget. He commended Staff for presenting a balanced budget.

Executive Session

President Zirk asked the Board Members and Staff if they had any reason to adjourn to executive session. Neither the Board Members nor Staff offered any comments.

Adjournment

There being no further public business to discuss, a Motion was made by Trustee Corbett and seconded by Trustee Kojzarek to adjourn from the public meeting at 8:19 p.m. Roll call: Vote: 5 ayes by unanimous voice vote. 0-nays, 0-abstained. Motion carried.

Respectfully submitted,

Debra Meadows