



Village of Gilberts
87 Galligan Road
Gilberts, IL 60136
Special Village Board
Meeting Minutes
March 14, 2017

Call to Order/Pledge of Allegiance

President Zirk called the meeting to order and 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, Zambetti, Farrell, Hacker and President Zirk. 1-absent: Trustee LeClercq. Others present: Administrator Sakas, Assistant Administrator Beith, Chief Building Inspector Swedberg, Finance Director Blocker, and Finance Director Erickson. For members of the audience please see the attached copy of the sign-in sheet.

Employee Introduction

Administrator Sakas introduced newly hired Finance Director Laura Erickson who will replace Finance Director Blocker when she retires. He noted that on Monday current Finance Director Blocker began training Finance Director Erickson on some of the day to day duties associated with the Finance Director's position. The Board Members warmly welcomed Finance Director Erickson.

Appointment

A Motion to concur with President Zirk's recommendation to appoint Nick Page to the Plan Commission/Zoning Board of Appeals.

President Zirk reported that there currently is a vacancy on the concurrent membership of the Plan Commission and Zoning Board of Appeals. Mr. Page has graciously offered to fill the vacant seat. President Zirk asked the Board Members if they had any questions or comments on the motion. There being no comments offered by any of the Board Members, **a Motion was made by Trustee Corbett and seconded by Trustee Hacker to concur with President Zirk's recommendation to appoint Nick Page to the Plan Commission/Zoning Board of Appeals.** Roll call: Vote: 5-ayes: Trustees Kojzarek, Corbett, Zambetti, Farrell and Hacker. 0-nays, 0-abstained. Motion carried.

Administrator Sakas reported that Staff will investigate if Village Attorney Tappendorff's firm is offering any zoning and planning training seminars. If so, he will ask Commissioner Page if he was interested in attending a workshop.

Public Comment

President Zirk asked if anyone in the audience wished to address the Board Members. Eagle Scout, Jacob Mesko addressed the Board Members. He reported that he is an Eagle Scout in Troop 2 and a junior attending Hampshire High School. Eagle Scout Mesko requested permission to complete an Eagle Scout Badge project. The project he is proposing would provide for improvements to the Memorial Park baseball dug-outs. He presented renderings of his proposed project. President Zirk noted that the Village Staff would have to review the project and approve the material and design of the dug-out enclosures. In addition, make sure the proposed structure is ADA compliant.

Trustee Zambetti commented on a past volunteer project which was to improve the entrance of Indian Trails' Subdivision. He noted the first year the project was completed the entrance was aesthetically attractive. However, as time went on the entrance became filled with weeds and debris. He wants to ensure the dug-out improvements would survive the course of time and not require constant maintenance. However, he always appreciates residents and organizations volunteering to improve the Village's open spaces and parks.

Administrator Sakas recommended Scout Mesko work closely with Chief Building Inspector Swedberg.

President Zirk suggested when the project was completed Staff take pictures of the project and place them in the current issue of the newsletter. In addition, President Zirk asked Scout Mesko to return to a Board Meeting once the project was completed so the Board Members could have the opportunity to personally thank him for his donation and efforts.

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

Consent Agenda

- A. A Motion to approve Minutes from the February 21, 2017 Village Board Meeting**
- B. A Motion to approve Bills and Payroll dated March 14, 2017 as follows: General Fund \$82,724.87, Water Fund \$60,175.00, Performance Bonds \$609.00 and Payroll \$63,270.89**

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

Special Village Board

Meeting Minutes

March 14, 2017

Page 3

Items for Approval

A Motion to approve Ordinance 07-2017, an Ordinance updating the Official Zoning Map of the Village of Gilberts

Administrator Sakas reported that there have been no zoning changes so the map references the same zoning district as depicted on the 2016 Zoning Map. However, per State Statute the Village is required to annually approve and publish an updated zoning map. He noted that the same map is also referenced in the GIS applications.

President Zirk asked if there was any question on the motion. The Board Members offered no comments. A Motion was made by Trustee Hacker and seconded by Trustee Corbett to approve Ordinance 07-2017, an Ordinance updating the Official Zoning Map of the Village of Gilberts. Roll call: Vote: 5-ayes: Trustees Zambetti, Farrell, Hacker, Kojzarek, and Corbett. 0-nays, 0-abstained. Motion carried.

A Motion to approve Ordinance 08-2017, an Ordinance amending certain sections of the Unified Development Ordinance of the Village of Gilberts, Kane County, Illinois

Administrator Sakas reported that last August the Plan Commission reviewed amendments to the Unified Development Ordinance to clarify language in section 10-5-4D "Exterior of Buildings" regarding the use of the term "wrinkle aluminum". The Plan Commission recommended replacing the term "wrinkle aluminum" with metal exterior finish. However, the Plan Commission did recommend leaving the language referencing the requirement that 100% of the front exterior be constructed of textured masonry.

The Plan Commission did discuss requiring the entire Industrial Building be constructed of textured masonry. However, due to the cost they felt the 65% of the square foot area of any side of the exterior wall of any building was fair and reasonable and would not discourage small businesses to locate within the Village limits. President Zirk noted that this requirement applies to the Industrial Zoning District.

Administrator Sakas noted that the seconded proposed amendment to the Unified Development Ordinance section 10-11-4-H "Abandonment of Applications" was standard language with respect to a petitioner abandoning their petition without notifying Village Staff.

President Zirk asked if the Board Members had any question on the motion. The Board Members offered no comments. A Motion was made by Trustee Hacker and seconded by Trustee Farrell to approve Ordinance 08-2017, an Ordinance amending certain sections of the Unified Development Ordinance of the Village of Gilberts, Kane County, Illinois. Roll call: Vote: 5-ayes: Trustees Farrell, Hacker, Kojzarek, Corbett and Zambetti. 0-nays, 0-abstained. Motion carried.

A Motion to approve Resolution 12-2017, a Resolution Committing Fund Balances

Finance Director Blocker reported that this is an annual Resolution prior to the beginning of the new fiscal year and is in compliance with GASB 54. In addition, the resolution also reflects the Board's Fund Balance Policy. The resolution designates the amount of surplus funds to be allocated to the reserve account, the capital equipment account, the road program and the assigned account. Staff is looking for direction on the amount of funds the Board would like allocated to the various funds.

Trustee Zambetti commented on the condition of the three Industrial Park roads. He would like to see the surplus funds be used to begin the process of reconstructing the Industrial streets. Trustee Farrell agreed with Trustee Zambetti the Industrial streets are in desperate need of repair and should be a priority. A lengthy discussion ensued with respect to the best management practices in earmarking the funds which would allow for the most flexibility.

Finance Director Blocker reported that at this time she has not closed out the year and doesn't have the exact surplus totals. Administrator Sakas noted that he is waiting for Baxter & Woodman's cost estimates with respect to the reconstruction of the Industrial Streets. The Board Members concurred that the Industrial streets are a priority and will wait till all the numbers are in to provide Staff with the allocation totals to each of the funds. However, they are in favor of continuing to pass the resolutions committing fund balances. **A Motion was made by Trustee Corbett and seconded by Trustee Zambetti to approve Resolution 12-2017, a Resolution Committing Fund Balances.** Roll call: Vote: 5-ayes, Trustees Hacker, Kojzarek, Corbett, Zambetti and Farrell. 0-nays, 0-abstained. Motion carried.

A Motion to approve Resolution 13-2017, a Resolution authorizing a Service Agreement between the Village of Gilberts and Current Technologies to provide IT services

Administrator Sakas reported that this resolution approving an agreement with Current Technologies is just an agreement stating that the two parties agree to agree until one party wishes to terminate the agreement. Currently Staff has been pleased with Current Technologies services and at this time would like to continue working with them.

Administrator Sakas reported that Current Technologies is currently working on moving the Village's main server to the Public Works facility where the relocation area is dry and environmentally conducive to house the server and the electronic equipment unlike the basement of the Village Hall. He reported that Staff recommends renewing the Current Technologies contract for an additional three years.

President Zirk asked the Board Members if they had any questions on the motion. The Board Members offered no comments. **A Motion was made by Trustee Hacker and seconded by Trustee Farrell to approve Resolution 13-2017, a Resolution authorizing a Service Agreement between the Village of Gilberts and Current Technologies to provide IT services.** Roll call: Vote: 5-ayes: Trustees Kojzarek, Corbett, Zambetti, Farrell and Hacker. 0-nays, 0-abstained. Motion carried.

Items for Discussion

President Zirk noted that there were no items listed under items for discussion.

Staff Reports

Administrator Sakas reported that Staff has no matters to discuss on the scheduled March 21st Village Board Meeting. He recommended cancelling the meeting. In addition, the April 4th agenda is also very light.

Assistant Administrator Beith reported that the Village had recently partnered with Constant Contacts which offers an email blast service. Staff will be using this service to distribute the electronic newsletter along with the Village's Facebook page and website. He encouraged all the Board Members to sign-up either via the website or Facebook. Trustee Farrell inquired on the methods Staff was using to notify residents of the newsletter delivery change. Assistant Administrator Beith reported that information was in the last printed newsletter along with a Facebook post and on the Village website. In addition, Staff had placed the sign-up information on the last water bill. Trustee Corbett reported that he did not see the information on the Village's Facebook page. Assistant Administrator Beith reported that Staff is looking to see if they can make the sign-up logo more visible.

Chief Building Inspector Swedberg reported that he would like to provide the Board Members with some updates in executive session with respect to 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 as permitted by 5 ILCS 120/2 (C) (21) with no business to follow.

Trustees' Reports

The Trustees offered no reports at this time.

President's Report

President Zirk offered no reports at this time.

Special Village Board
Meeting Minutes
March 14, 2017
Page 6

Executive Session

President Zirk announced that he would entertain a motion to enter into executive session to discuss probable litigation as permitted by 5 ILCS 120/2 (c) (21) with no business to follow. **A Motion was made by Trustee Corbett and seconded by Trustee Farrell to enter into executive session at 7:31 p.m.** Roll call: Vote: 5-ayes: Trustees Kojzarek, Corbett, Zambetti, Farrell and Hacker. 0-nays, 0-abstained. Motion carried.

The Board Members along with Administrator Sakas, Assistant Administrator Beith, Chief Building Inspector Swedberg, Finance Director Blocker and Finance Director Erickson entered into executive session at 7:32 p.m. and returned to the public meeting at 7:55 p.m.

Reconvene/Roll Call

Roll call: Members present: Trustees Kojzarek, Corbett, Zambetti, Farrell, Hacker and President Zirk. Others present: Administrator Sakas, Assistant Administrator Beith, Chief Building Inspector Swedberg, Finance Director Blocker and Finance Director Erickson.

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 7:56 p.m.** Roll call: Vote; 5-ayes by unanimous voice vote. 0-nays, 0-abstained. Motion carried.

Respectfully submitted,

Debra Meadows