

**Village of Gilberts  
Committee of the Whole  
Meeting Minutes  
September 8, 2009  
7:00 p.m.**

APPROVED MINUTES

**ORDER OF BUSINESS**

**Call to Order/Pledge of Allegiance**

President Zirk called the meeting to order at 7:00 p.m. President Zirk led those present in the pledge of Allegiance.

**Roll/Call Establish Quorum**

President Zirk asked Acting Clerk Meadows to call the roll. Roll call: Members present: Trustees Erbeck, Clark, Mierisch, Zambetti, Farrell, Garcia and President Zirk. Others present: Administrator Keller and Acting Clerk Meadows. For members of the public see the attached list.

**Presentation**

Mr. Rick Reigner, Executive Director for the YMCA presented a PowerPoint presentation which provided those in attendance with an overview of their organization.

Mr. Reigner also discussed future growth options.

Trustee Erbeck ask what is the next step. Mr. Reigner reported that the YMCA has already made a presentation to School District 300 to consider an addition onto the Gilberts Elementary School. Mr. Reigner stated the school was receptive to the concept. However, is has not been determined if that is the right direction.

Mr. Reigner acknowledges that there is a need to provide services not only to children but to the adult population as well. Mr. Reigner stated that adult services require other tools. The YMCA has tried some community walks. However it is logistically chandelling when you working with Home Owners Associations.

Mr. Reigner reported that he is looking at various types of facility options. When Mr. Reigner comes back in October he hopes to have a five to seven step plan for the Board to consider. In addition, he will be inviting Park District Representative with whom the YMCA has partnerships. They will describe there experiences as they went through the development process.

Mr. Reigner invited the Board Members to accompany him on a tour of the Plainfield and Morris YMCA Facilities. (For the record please see the attached copy of the power point presentation).

Mr. Reigner thanked the Board Members for their time.

**MINUTES TO BE CONSIDERED**

Trustee Garcia noted that on the Committee of the Whole Meeting Minutes dated August 25, 2009 on the fifth page the eighth line after the word vehicle the word stickers needs to be inserted. Acting Village Clerk Meadows will amend the minutes as noted.

Trustee Garcia noted that on the Village Board Meeting Minutes dated September 1, 2009 on the second page the first line after the phrase "Ms. Asmussen Asked why" the word not needs to be inserted. Acting Village Clerk Meadows will amend the minutes as noted.

Trustee Garcia noted that on the Village Board Meeting Minutes dated September 1, 2009 on the fourth page seventh paragraph after the word businesses the words residential properties should be added. Acting Clerk Meadows will amend the minutes as noted.

Trustee Garcia noted that on the Village Board Meeting Minutes dated September 1, 2009 page seven paragraph nine that he did not use the word frown upon. Trustee Erbeck directed Clerk Meadows to review the audio file. Clerk Meadows stated that she would and report back to the board.

Trustee Garcia reported that Trustee Clark in his absence had provided the Board with a memo. Trustee Garcia went on to say that the memo was implemented throughout the minutes. Trustee Erbeck stated the reason for that is because the Board Members read it into the minutes. Trustee Garcia noted that Trustee Clark did not ask pacifically that the memo be read into the minutes. Trustee Garcia is questioning if that is legally allowed. Trustee Garcia went on to say the Board used the memo as if Trustee Clark was in attendance. Trustee Garcia noted that the Board did not approve a Remote Participation Ordinance so in his opinion the memo should not be allowed.

President Zirk noted that Trustee Clark was not allowed to vote in his absence. However, President Zirk believes if a memo is intended to represent the thoughts of a Trustee at a meeting then the memo should be attached to the minutes.

Trustee Garcia recommended that staff receive clarification on this matter from the Village Attorney. Trustee Garcia would agree one way or another he just wants to ensure the Village is handling the memo correctly.

Trustee Clark stated he did not intend for his memo to read aloud and become part of the minutes. However, if it did then it is part of the minutes.

Trustee Erbeck stated that the way he viewed the memo as it was Trustee Clark's opinion on the various matters going before the Board that night. Trustee Clark agreed. Trustee Erbeck stated he is for the idea of a Trustee writing memo if they can not attend a meeting. Trustee Garcia stated that he was not against the idea.

Trustee Garcia stated that on the Village Board Minutes dated September 1, 2009 that he was one of the first Trustee to thank Village Clerk Meadows for the organizing the Gilberts Community Days Event. Village Clerk Meadows will correct the minutes to reflect Trustee Garcia's expression of gratitude.

#### **Treasurer's Report for August 2009 to Be Considered**

President Zirk asked if there were any question with respect to the Treasurer's Report of August 2009.

Trustee Garcia stated he did have a question and he did try to contact Finance Director Blocker today. However, she was out of the office. Trustee Garcia asked Administrator Keller to explain the expenditures and transfers for payroll noted on the Water Fund Money Market account statement. Administrator Keller reported that for the last couple years the Village has been using part of the water fund to pay for part of the full time employee positions specifically during this transition period.

Administrator Keller reported that typically what would happen as they would transfer a dollar amount from the water fund to the general fund to cover the payroll cost of the employees for various water related activities.

Administrator Keller reported that the auditors now want the village to bill the water fund account for the payroll expenses.

Trustee Garcia noted that the Board had in the past discussed the transfers with Finance Blocker. Trustee Garcia asked if the Village had a ledger of the transfers going back for the amount of years that the Village has been doing this. The report would allow the Board Members to see how much money has been spent from the water fund and the park fund on payroll. Trustee Garcia remembered that this was what was supposed to be done. This way the Village could identify how much money was being spent on payroll for water operations and park maintenance. Trustee Garcia would like to have a copy of that information. Administrator Keller replied copies would be made available.

Administrator Keller went on to report that procedure was something that came out during the Water Rate Study. EEI had projected over the next couple of years about a \$100,000.00 to \$110,000.00 should be set aside for staff payroll while the Village was positioning to take over the water operations in 2011.

Trustee Garcia noted that he understood. However, did everyone fill out a time sheet noting how many hours they spent doing various activities.

Administrator Keller replied that public works employees record how many hours they spend on park maintenance and other task. However, Finance Director Blocker and Chief Building Inspector has just begun to implement this procedure and would not have any historical data as of yet. Trustee Garcia thought that even under the past administration that this procedure had been put into place. Trustee Garcia stated that he would check with Finance Director Blocker.

#### **Staff Reports**

Administrator Keller reported the staff has been in contact with Chris Hoff who is with Kane County Health Department. He is scheduled to come to the next Committee of the Whole Meeting on September 22<sup>nd</sup> to provide a presentation on the H1N1 Flue Pandemic Plan.

Administrator Keller reminder the Board Members that the Plan Commission Public Hearing on the proposed Tyler Creek Development is scheduled for tomorrow night here at the Village Hall beginning at 7:15 p.m. Administrator Keller anticipates the Plan Commission review process will continue through three or four Plan Commission meetings.

Village Clerk Meadows reported that staff had been in contact with Mr. Ben Bartel and he will be providing the Board with a presentation on the formation of an Energy Committee. Mr. Bartel is scheduled to appear at the next Committee of the Whole Meeting.

Village Clerk Meadows reported the Gilberts Community Days' Committee held their final meeting to review donations and expenses and she was happy to report the event raised \$127.75.

Administrator Keller reported that he and Village Clerk Meadows will be out of the office next week.

### **Board of Trustee Reports**

Trustee Erbeck expressed concern with the staff not attending the Committee of the Whole Meeting. He stated it is difficult to ask questions if Chief Building Inspector, Interim Chief Weiss and Finance Director Blocker are not in attendance.

Trustee Erbeck asked Administrator Keller if there was a reason why the staff was not in attendance. Administrator Keller replied that the Agenda was light and he encouraged the Board Members to email staff their questions prior to the meetings. Administrator Keller stated that if questions come up in the meeting he would answer the questions to the best of his knowledge or speak with staff and provide the Board with the answers the following day.

President Zirk asked the Trustees if they have a question for staff to inform Administrator Keller ahead of time and he will have that staff member attend the meeting. President Zirk went on to say with respect to the attendance of the Village Attorney and Engineer that this is a cost saving measure.

Trustee Erbeck had a question for the Interim Chief Weiss. He would like to know the number of calls made to the police department on September 5<sup>th</sup> from the Woodland Meadows Subdivision area for noise violations. Trustee Zambetti reported that he has asked Interim Chief Weiss for that information.

Trustee Erbeck reported that last week a resident came before the Board asking if a scoreboard could be erected in the Town Center Park. Trustee Erbeck went on to say he contacted a local sign company who has done some signs for the Village in the past and they recommend a very generic scoreboard (see attached exhibit A) that could be used for football, baseball or soccer. The Gilberts' logo has been incorporated into the sign. Trustee Erbeck reported the great thing about the sign is that on the left side of the sign is a space for annual field sponsors. This would be an opportunity for businesses to pay an annual fee and have their names posted on the sign. Trustee Erbeck stated that fee then could go into a Parks Fund and the money would be used for future park development, maintenance or for whatever the Board deems fit.

Trustee Erbeck stated that the sign itself cost just a little over \$3,000.00. Blue Dot Sign and Trustee Erbeck would donate the sign to the Village and ask Public Works to do the installation.

There was some discussion on how the numbering system works. Trustee Erbeck reported that it is a manual system someone would physically change the numbers.

Trustee Erbeck stated that the sponsorship fee would be set by the Board. However, his recommendation is at least \$250.00.

Trustee Garcia reported that the Village Newsletter once had an article on the challenges Municipalities face when they allow organizations to take over and control Village property. Trustee Garcia reported that the Village has already experienced some concerns for example the football goal post became an issue who's putting them up why are they not up. The Village built a \$200,000 parking lot for the organizations to use. Trustee Garcia noted that the proposed scoreboard is not lit. However, next year the various organizations will ask the Village to light it up. Trustee Garcia wonders at what point the Village states that they have bigger plans for the fields.

President Zirk agreed with Trustee Garcia concerns. However, he noted that Trustee Erbeck and Blue Dot Sign are donating the scoreboard to the Village. In return the Village is the ones selling the sponsorships and obtaining the revenue to use for park improvement.

There was some discussion with respect to where to place the sign.

Trustee Mierisch stated that some time ago the Parks Committee discussed the possibility of businesses advertising at the baseball fields and the advertising dollars being place into a park fund which could be used for maintenance and improvements. Trustee Erbeck agreed. He stated that currently the Village has no renewable funding source to improve or maintain the parks. The type of revenue generated from the advertising would aid in ensuring the parks had money for the future.

There was some discussion with respect to what material the sign was constructed out of.

Trustee Erbeck stated that Blue Dot (who is doing the heavy lifting on this project) would be happy to paint the sign any color the Village desired.

Trustee Erbeck stated that the scoreboard would say donated by Blue Dot Sign Company due to that fact that they are doing all the heavy lifting.

Trustee Zambetti noted that the construction of the parking lot was part of the overall design for the park and the parking lot is the Village's parking lot.

Administrator Keller asked if Trustee Erbeck had a date when he thought the sign would be completed.

Trustee Erbeck stated about two weeks from now as long as there were no objections.

There was some discussion with respect to drafting a sponsorship policy and a fee schedule. Staff will also have to look at amending the Village Code section 16-Sign Code.

Trustee Erbeck stated that he is willing to begin looking for sponsors.

Trustee Zambetti recommended letting someone else other than Trustee Erbeck solicit the sponsorship due to his position on the Board. Trustee Erbeck agreed.

Trustee Mierisch recommended since the Board was going to move forward with the scoreboard that the Board might want to consider moving forward with the advertising signage at the ball fields too.

Trustee Zambetti reported that the Park Committee had discussed this matter in the past. They recommend using banners which could be placed on the fencing.

Administrator Keller recalls that there was some discussion at the Park Committee with respect to advertising fees. Staff will research the past Park Committee minutes.

Administrator Keller stated that it made sense to set something up with Blue Dot so that the banners' advertisers use at the ball fields is consistent.

Trustee Garcia questioned if the Board needed to vote on this issue.

President Zirk recommended that the Board vote on the policies that deal with the fee structure.

Trustee Erbeck asked if he should place the scoreboard on hold until the procedures and policies are put into place. Administrator Keller stated that he did not see why the scoreboard would have to be placed on hold. President Zirk stated that if Trustee Erbeck and Blue Dot want to donate a scoreboard that is fine. The policies and procedures is a separate issue.

Trustee Garcia reported that he was recently went by the fields and the soccer field is in shambles. The football field also has some areas that are barren.

Committee of the Whole  
Meeting Minutes  
September 8, 2009  
Page 8

From his understanding Trustee Erbeck was going to monitor the fields and call off games if the fields were to wet.

Trustee Erbeck stated that he had closed the fields for a couple of days after the heavy rainfall event. He is not sure what else can be done.

There was some discussion with the high use of the fields.

**President's Report**

President Zirk reported that he recently meets with Melissa Hernandez, Northern Kane County Chamber of Commerce representative and she recommended the Village provide an opportunity for the Businesses Owners to vent their frustrations to the Board Members.

Trustee Mierisch stated that she was pleased that President Zirk had meet with Ms. Hernandez and realizes the value of the chamber.

There was some discussion with respect to what type of meeting should be held.

Trustee Farrell asked if anyone planned on attending the IML Conference. Administrator Keller stated if anyone of the Board Members were interested just let staff know and they will make the necessary arrangements.

There being no further business to discuss. **A motion was made by Trustee Erbeck and seconded by Trustee Garcia to adjourn the Committee of the Whole Meeting.** President Zirk requested roll call by voice vote. 6-ayes. 0-abstained, 0-nays. Motion carried. Adjournment time 8:50 p.m.

Respectfully submitted,

Debra Meadows



SIGN IN SHEET  
(Please Print)

COTW  
09/08/09

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