



**MINUTES FOR VILLAGE OF GILBERTS
COMMITTEE OF THE WHOLE MEETING
Village Hall: 87 Galligan Road, Gilberts, IL 60136
Meeting Minutes
Tuesday, March 12, 2019**

1. CALL TO ORDER / PLEDGE OF ALLEGIANCE

President Zirk called the meeting to order at 7:02 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, and President Zirk. Trustee Corbett was absent. Others present: Village Administrator Brian Bourdeau, Finance Director Taunya Fischer, Utilities Superintendent John Castillo, Public Works Coordinator John Swedberg, and Police Chief Lou Rossi.

3. PUBLIC COMMENT

There were no public comments.

4. ITEMS FOR DISCUSSION

A. Discussion of a Proposal Concerning a One-Time Lump Sum Compensation Payment - Trustee Hacker stated that, back in May of last year, the Board decided that they wanted to recognize employees at the six-month period of the fiscal year which would have been November. Trustee Hacker stated that Staff has done a great job with their efforts that contributed to Gilberts being ranked as the 2nd safest city in the state as well as Staff's efforts with the water and well construction. Trustee Hacker then stated that he is in favor of all full-time employees to receive a one-time payment of \$500 and part-time employees receiving a prorated amount based on hours worked.

Trustee Zambetti stated that, while he is in favor of compensating our employees, the Village should focus more on raising the salaries of the employees who are not in a competitive salary range compared to neighboring communities with similar positions. Trustee Hacker agreed with the gap in salary range for some employees but that his proposal is a separate idea that is more of a one-time "thank-you" to employees.

President Zirk provided some background information on what the Board decided to do as far as addressing some of the pay structure for certain employees last year.

Trustee Farrell stated that she agrees that the one-time payment is a nice gesture to employees and that it has nothing to do with salary. Trustee Farrell also stated that she thinks that the Village should examine salary structures for employees on an annual basis. President Zirk stated that he felt as though the impact is more meaningful as a salary adjustment rather than a one-time payment.

Administrator Bourdeau stated that the one-time payment would affect a total of 36 employees with an all-in cost of \$15,858.74.

President Zirk directed Staff to prepare a resolution stating what Trustee Hacker has asked for and bring it back to the Board for approval.

- B. FY2020 Draft Budget Presentation – Administrator Bourdeau provided an overview of the Fiscal Year 2020 Budget. Staff is recommending several changes to the fund and account structure of the Village. The first change would be several adjustments to the general ledger account order in effort to group like expenses. There would also be an additional fund for Community Days as well as a Public Infrastructure Fund. The Public Infrastructure Fund would receive the Village's Non-Home Rule Sales Tax revenue as well as other transfers the Village does toward road improvements and then expend road projects out of that fund. The implementation of this fund would more efficiently track these revenues and expenses. This fund would also provide for certain debt service payments related to road improvements. A 2.5% wage adjustment as required by the CBA is included in the proposed budget. The same adjustment for all other personnel is also included. Slight increases are also contemplated for Group Health Insurance. The Village anticipates receiving final rates late March which may require an adjustment to the budget. The Police Pension Fund is also included in the budget with an increase of \$85,889 over FY2019.

The General Fund projects a positive balance of \$126,636. The Community Days Fund is also projected to have a positive balance with an anticipated amount of \$1,430 provided that there is good weather during the event. The Public Infrastructure Fund would net \$173,200 after the expenditures of debt service payments for the outstanding general obligations bonds. The Water/Wastewater Fund and the MTF Fund are also projected to have positive balances.

Administrator Bourdeau presented a list of capital projects that are proposed for the FY2020 Budget (see 03/12/2019 Committee of the Whole Packet for complete list). Projects included in the FY2020 Budget are an upgrade to the Village's phone system. This is a carry forward item from FY2019. The Village Hall Roof represents a re-budget from FY2019. The roof was deferred in FY2019 in order to provide for the repair of the old Public Works garage roof. The Village has applied for a Department of Commerce and Economic Opportunity Grant that could potentially offset the cost of this project. Also included in the FY2020 Budget is a recommended upgrade to the Village's Microsoft Exchange (Email) Server and Microsoft Office suites. The current server is running Microsoft Server 2008 with 2010 Exchange. In consultation with Current Technologies, both the server and exchange software are reaching end of life and support. The upgrade would provide the Village the option of moving to a cloud hosted Exchange solution and allow for a reduction in yearly maintenance costs. The transition would also include the addition of an email archive solution that would assist the Village in records retention compliance and FOIA response. Implementation of a new Exchange solution would

also permit the Village to upgrade its current 2007 Microsoft Office suite to Microsoft Office 2019. Trustee Allen asked Administrator Bourdeau to find out how many of the Village computers will need to be replaced in order to support these software upgrades.

Administrator Bourdeau advised the Board that there are six additional recommended capital projects that could be funded in the proposed FY2020 Budget that Staff would like direction on. The first additional capital project would be the purchase of a new 2020 Police Interceptor Squad car and equipment that would replace the Police Department's 2011 Ford Crown Victoria that has excess of 145,000 miles on it. This new interceptor would be funded through the General Fund. The second additional capital project would be the replacement of some or all squad car computers. The current computers are approximately 9 years old. This project would be funded through DUI proceeds that have been collected over the years. The next two projects would be related to the Public Works Department. One of which would be an electrical generator for the Public Works Building at 73 Industrial Drive. Presently, the Village's network and email servers are located at Public Works and any loss of power takes the servers offline. In addition to providing overhead door access, the backup generator would help ensure the Village's IT infrastructure remains online. This capital item would be funded by Municipal Impact Fees. The other Public Works project would be the purchase of a new F550 Plow Truck and Equipment. With continued development in the Conservancy, the Village anticipates taking over additional roads prior to the next snow season. The purchase of this truck would prepare the Village for these additional lane miles of road and potential additional snow route. The Village would look to fund the project utilizing Municipal Impact Fees. The last two capital projects of the General Fund would be relating to parks and would be for park field improvements and for a fountain in the Memorial Park pond. These two projects could be funded through Municipal/Park Impact Fees.

President Zirk asked if a generator from one of the wells could be repurposed and used at the Public Works building rather than having to purchase a brand new one. Staff stated that they will look into this possibility.

Trustee Farrell asked Staff who would be using the proposed additional plow truck. Public Works Coordinator Swedberg stated that, between the Public Works and Water Departments, they have enough employees to operate all of the plow vehicles. Administrator Bourdeau stated that Staff would also be requesting a personnel adjustment to make a current part-time employee from the Water Department a full-time employee. This adjustment would provide for additional staff time for the needs at the water plant as well as providing additional help for snow plowing season. Trustee Farrell asked when Staff would like to make this change to which Administrator Bourdeau responded that Staff would like to make this change as soon as the budget is approved. Administrator Bourdeau stated that, because this would be a water/sewer position, the salary would be out of the Water Fund and not the General Fund.

Trustee Hacker asked Public Works Coordinator Swedberg if the \$10,000 that is budgeted for crack sealing materials would be enough. Public Works Coordinator Swedberg stated that it is the same amount as last year and that the Public Works Staff is typically through that material in about two out of the three weeks that the Village has the crack sealing equipment for. He stated that they could get more done if there was more money put towards more materials, about \$2,000 additional. Trustee Hacker stated that he believes that the Village should add more money to what has been proposed for crack sealing in the FY2020 budget.

Administrator Bourdeau stated that, in addition to the crack sealing program, Staff is recommending the rehabilitation of Timber Trails Boulevard, Alpine Court, and various other road patching locations. This Road Program would be funded with MFT Funds and Reserves. Administrator Bourdeau stated he has started to work with Robinson Engineering to put together a cost estimate of all road improvements and a prioritized list.

Administrator Bourdeau summarized the proposals regarding the Water/Wastewater capital projects. The first project would be to upgrade the wireless link. An upgraded link would ensure sufficient and reliable bandwidth for the connection associated with an upgraded Village VoIP phone system. This would be funded by the Water Fund and is a rebudget from FY2019. Another capital project would be the Indian Trails Water Tower maintenance and painting. This item was originally budgeted in Fiscal Year 2019 but due to a failure of Well Pump 3, funds were reallocated to provide for the repair.

President Zirk advised the Board that if they have any additional ideas or questions relating to the FY2020 Budget, to let Administrator Bourdeau know as soon as possible so that they may be addressed at the next Board meeting.

5. OTHER BUSINESS

There were no items to discuss at this time.

6. STAFF REPORTS

Public Works Coordinator Swedberg

- Public Works has purchased their total allotment of salt this year which was 120%. They will also be going with the State purchasing again next year.
- Public Works Staff has been out nearly every day filling pot holes. PW Staff has also been replacing street lights with LED lights.

Police Chief Rossi

- On behalf of the Village and its Police Department, Chief Rossi will be sending a couple officers to the funeral of the recently fallen Deputy Sheriff Keltner. Chief Rossi also stated that he has been told that one officer is killed every 58 hours on average in the U.S.

7. TRUSTEE REPORTS

Trustee Kojzarek

- Stated that she will provide Staff with the new contact information for the Hampshire Jr. Whip-Purs (previously GPH Grizzlies) so that they can find out if the new team will need to use the Gilberts fields this year or not.

Trustee Zambetti

- Stated that he understands the intent for the Freeman Road project was that it would start this Spring and that the plans have been submitted for permitting. Administrator Bourdeau confirmed that this is Staff's most recent understanding of the project as well.

8. PRESIDENT'S REPORTS

President Zirk had nothing to report at this time.

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 Hacker and seconded by Trustee Allen to adjourn from the public meeting at 8:25 p.m.** Voice vote carried unanimously.

Respectfully submitted,

Courtney Nicholas

Courtney Nicholas
Village Clerk