



**MINUTES FOR VILLAGE OF GILBERTS
COMMITTEE OF THE WHOLE MEETING
Village Hall: 87 Galligan Road, Gilberts, IL 60136
Meeting Minutes
Tuesday, October 8, 2019**

1. 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.

2. ROLL CALL / ESTABLISH QUORUM

Village Clerk Courtney Baker called the roll. Roll call: Members present: Trustees Kojzarek, Corbett, Allen, Zambetti, Farrell, Hacker and President Zirk. Others present: Village Administrator Brian Bourdeau, Village Attorney Tappendorf, and Finance Director Fischer.

3. PUBLIC COMMENT

There were no public comments at this time.

4. ITEMS FOR DISCUSSION

- A. Presentation of the Comprehensive Annual Financial Report for the Fiscal Year Ending April 30, 2019 – Jamie Wilkey from Lauterbach & Amen presented the CAFR to the Board. She congratulated the Village on receiving the Certificate for Excellence in Financial Reporting. Highlighted was the transmittal letter, clean audit opinion, MDNA, Budget to Actual, Statistical and Trend information in report. Because of the investment in the year's road programs, the Village did see a decrease in the general fund. The Village decreased its debt by just over half a million dollars.
- B. Presentation and Discussion of Proposed Changes to the Village's Raffle License Ordinance – Administrator Bourdeau advised the Board that this ordinance simply brings the current Village Code regarding raffle licenses in alignment with the recent changes made by the State. Attorney Tappendorf summarized several of the proposed amendments. After hearing no comments or objections from the Board, President Zirk advised Staff to place this item on the next meeting's consent agenda.
- C. Presentation of the Proposed Public Utility Easements on Tyrrell Road – Administrator Bourdeau advised the Board that this would be the easement for the water main coming from Memorial Park to the water treatment plant. The Village will be taking control of the easement

and Troy will put in the utilities. At the request of the Tyrrell Farm representatives, two Public Utility Easements are proposed, one for the northern parcel (north of I-90) and one for the southern parcel (south of I-90). After hearing no comments or objections from the Board, President Zirk advised Staff to place this item on the next meeting's consent agenda.

- D. Presentation and Discussion of the Proposed Microsoft Outlook and Village Computer Upgrades
– Administrator Bourdeau provided a summary of the proposed server, software, and computer replacement project. The version of Microsoft Office and Windows 2007 that the Village is currently running is now out of service. Staff is recommending that the Village upgrade to a hosted Microsoft Exchange Online that would provide for a reduction in yearly maintenance costs, and will provide continued email service in the event of power loss. The average age of the workstation computers is about 6.5 years old so Staff also recommends replacing several of the oldest computers. After hearing no comments or objections from the Board, President Zirk advised Staff to place this item on the next meeting's consent agenda.

5. OTHER BUSINESS

There were no items to discuss at this time.

6. STAFF REPORTS

Administrator Bourdeau

- State representative Allen Skillicorn is hosting an "Understanding Your Property Taxes" meeting this Thursday at 7 p.m. in Huntley.
- In acknowledgement of a young lady from Gilberts who recently passed away in a car accident over the weekend, Staff has placed messages on the Memorial Park and Town Center Park signs.
- Staff is currently processing Troy's recently submitted budget and disbursement request.

Clerk Baker

- Announced that she will be at the annual Clerk Institute in Springfield next week and Deputy Clerk D'Amato will be present for the Board meeting that will take place during that time.

7. TRUSTEE REPORTS

There were no trustee reports at this time.

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 Allen and seconded by Trustee Hacker to adjourn from the public meeting at 7:33 p.m.** Voice vote carried unanimously.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Courtney Baker". The signature is written in a cursive style with a large initial "C" and "B".

Courtney Baker
Village Clerk

