



**MINUTES FOR VILLAGE OF GILBERTS
COMMITTEE OF THE WHOLE MEETING
Village Hall: 87 Galligan Road, Gilberts, IL 60136
Meeting Minutes
Tuesday, October 13, 2020**

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 Roll call: Members present: Trustees Kojzarek, Allen, Zambetti, Farrell, and President Zirk. Members on phone: Trustee Corbett. Trustee Hacker was absent. Others present: Village Administrator Brian Bourdeau. Staff on the phone: Village Attorney Julie Tappendorf, Public Works Director Aaron Grosskopf and Finance Director Taunya Fischer.

3. RECOGNITION

A. Recognition of Elissa Kojzarek as Village Trustee – President Zirk advised that Elissa Kojzarek was not present at tonight's meeting so Kurt Kojzarek would be accepting her plaque of recognition on her behalf.

4. PUBLIC COMMENT

There were no public comments at this time.

5. ITEMS FOR DISCUSSION

A. Presentation and Discussion of a Policy Regarding Release of Village's Sales Tax-Exempt Number to Developers – Administrator Bourdeau advised the Board that whenever there is a development taking place, there is a revision in the Department of Revenue Tax Code that allows the Village to release our sales tax number for vendors to use while acquiring products that would go towards public infrastructure. Currently, the Village does not have a clear policy about releasing the tax-exempt number so Village staff is seeking policy direction from the Board.

Attorney Tappendorf advised the Board that the Village has the authority to offer the developers to use our tax exemption and that it is important to make sure that the use of the tax exemption is consistent with the Department of Revenues use regulations so that it only used for public improvements and not for any developer improvements. President Zirk stated that the Village has

released this to developers in the past. Trustees Zambetti and Allen stated that they do not have a problem with allowing developers to use this. President Zirk's direction to Staff was to form a policy that would allow developers to use the tax-exempt number and be responsible for any misuse of the exemption.

- B. Presentation and Discussion of Proposed Village Hall Building Improvements - Administrator Bourdeau provided an overview of the proposed Village Hall interior building improvements such as sound cancellation for two existing offices and construction of a new office. In regards to the construction of an additional office, Administrator Bourdeau stated that he would recommend to place this item on hold until the current pandemic situation is under control.

Director Grosskopf provided an overview of the proposed Village Hall exterior improvements such as the replacement of one window, replacement of the walk way in front of Village Hall, addition of a rear entrance walkway, and back door replacement. Director Grosskopf stated that the total estimated cost for all improvements to be made at Village Hall would be approximately \$19,190.00. This is a cost above the originally budgeted \$12,700.00 dollars for improvements made at Village Hall. A substantial portion of the increased cost is due to contracting most of the work out. While Village personnel are able to perform much of the work, the projected staff time involved would negate much of the financial savings. Additionally, there are many other Village projects that require the institutional knowledge and skill sets of the Village's personnel.

Trustee Allen asked if the missing and damaged bricks could be replaced while keeping the existing bricks or would the entire walkway need to be replaced. Director Grosskopf stated that he recommends replacing the entire walkway. Trustee Allen asked for clarification on the second quote to which Director Grosskopf provided. Trustee Allen also asked for clarification on the quote provided by K&M with regards to the item for "railings 2 line". Director Grosskopf stated that he got the price for that item but the railings are not required so we would not be going with that option.

Trustee Farrell stated that we should do the window and front walkway replacement now and wait until the FY2022 budget to do the other improvements.

Trustee Zambetti agreed with replacing the window and front walkway replacements now and wait to do the other improvements.

Administrator Bourdeau reiterated the direction to Staff to be to proceed with the window replacement and the replacement of the like-for-like front walkway and all other items will be postponed for future budget year consideration. The Board raised no objections.

- C. Presentation and Discussion Regarding an Adjustment to the Utility Billing Calendar – Administrator Bourdeau stated that Staff would like to make a modification to the Utility Billing Calendar to make the due date for all utility bills be on the 10th of the month following the issuance of the bill.

Trustee Zambetti stated that if it makes life easier for Staff then to proceed.

Trustee Allen asked if this is compatible to the billing software BS&A. Administrator Bourdeau stated that it is. Trustee Allen asked if it would be possible to add previous transaction history on the utility bills that are mailed out. Administrator Bourdeau stated that he would look into that and the new online billing portal will have this information on it as well. Trustee Allen stated that she has no objection to the change of the utility bill due date.

6. STAFF REPORTS

Director Grosskopf

- Currently working on a winter contingency plan that will involve putting out an RFP for plowing services in the event that the Village is short public works employees.

Trustee Zambetti asked if Director Grosskopf has researched this yet as he believes that snow plow companies would not want to do this without a guarantee that they will get business. Director Grosskopf stated that he has researched this and knows that there are some municipalities that do the same thing.

Trustee Kojzarek stated that, based on his personal experience, snow plow companies would like a seasonal guarantee, however, most of the time they are paid per push.

President Zirk stated that we would be negligent to not have a COVID-19 back up plan incase Staff got sick and were not able to plow the streets.

Administrator Bourdeau

- There will be another Conservancy construction meeting this Thursday to see how things are progressing.
- The County took action on the CARES Act funding today. The IGA and accessing of funding will be back for approval of the Board next week.
- The audit will be back for approval next week.

Clerk Baker

- Asked that if the Board has any feedback about the Fall Newsletter, to let her know by next Monday.

7. TRUSTEE REPORTS

Trustee Kojzarek

- Stated that he does not have a report but deferred his time to a resident in the audience, Cliff Surges.

Mr. Surges stated that he was here to follow up on his concern with the building that backs up to his home. He stated that John was able to ask the building owners to put hoods on three

of the lights but there are still several more lights that need hoods. Administrator Bourdeau stated that he will follow up on this.

Trustee Allen

- Thanked Director Fischer for updating several financial report hyperlinks on the Village's website.
- Thanked Administrator Bourdeau for addressing the couches that were on the side of a road for several weeks.
- Asked Administrator Bourdeau for an update regarding the sign lights. Director Grosskopf stated that the batteries have been replaced and timers have been adjusted for the solar lights but with the shorter days and daylight time, the batteries will run out sooner.
- Asked for the three lights outside of Village Hall to be replaced because they are out. Administrator Bourdeau stated that Public Works has been working on that this week. There seems to be an electrical wiring issue and a professional electrician will be out to make this repair.
- In regards to the email the Board received regarding the Event Planner position, asked if Administrator Bourdeau anticipates this person doing more than just event planning. Administrator Bourdeau stated that the position is focused on event planning, however, since this person would be apart of the shared office space, they will also be asked to assist with answering the phone and helping a customer at the counter if everyone else is busy. President Zirk stated that this individual would also be able to backfill the clerk position if the clerk was out because of their municipal experience.

Trustee Allen and Trustee Zambetti raised concerns about hiring an Event Planner during this time. President Zirk stated that this position was approved during the budget process and the position is Administrator Bourdeau's hire.

Trustee Allen stated that while she was working at Village Hall a couple weeks ago, she was talking to Administrator Bourdeau about some hardware and software issues that were happening. Administrator Bourdeau stated that he is not aware of any outstanding computer issues but will follow up with the department heads to see if there are any current issues.

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 Kojzarek to adjourn from the public meeting at 7:58 p.m.** Voice vote carried unanimously.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Courtney Baker". The signature is fluid and cursive, with the first name "Courtney" written in a larger, more prominent script than the last name "Baker".

Courtney Baker
Village Clerk