



**MINUTES FOR VILLAGE OF GILBERTS
BOARD OF TRUSTEES MEETING
Village Hall: 87 Galligan Road, Gilberts, IL 60136
Meeting Minutes
Tuesday, September 6, 2022**

1. CALL TO ORDER / PLEDGE OF ALLEGIANCE

President Zambetti 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 Kelly Mastera called the roll. Roll call: Members present: Trustees LeClercq, Corbett, Coats, and Redfield were present in the room. Trustees Allen and Hacker joined remotely. Others present: Village Administrator Brian Bourdeau and Management Analyst Riley Lynch.

3. PUBLIC COMMENT

Resident Matt Nausid approached the Board and explained that he would like to help the village with the Halloween House Decorating Contest and that he had some ideas for how to run it. He presented a form that would make it easier for the Trustees and President Zambetti to judge the houses based on categories.

Resident Carl Thompson also stepped forward and explained that he would be interested in helping with the Halloween House Decorating Contest and had some ideas of how to utilize Facebook for the contest.

After a brief discussion and some suggestions by the Trustees about registration, categories, and judging, President Zambetti advised that Village Administrator Bordeau and Clerk Mastera would reach out to Mr. Nausid and Mr. Thompson to discuss further details of the contest.

4. CONSENT AGENDA

- A. A Motion to approve Minutes from the August 16, 2022 Village Board Meeting
- B. A Motion to approve Bills & Payroll dated September 6, 2022

A Motion was made by Trustee LeClercq and seconded by Trustee Redfield to Approve Consent Agenda items 4.A-B as Presented. Roll call vote: Trustees Corbett, Allen, Hacker, Coats, Redfield, and LeClercq voted Aye (6). 0-nays, 0-abstained. Motion carried.

5. ITEMS FOR APPROVAL

A. A Motion to approve a Professional Engineering Services Proposal with Robinson Engineering for a Stormwater Assessment in the Gilberts Glen Subdivision in an Amount Not-to-Exceed \$19,850

Trustee LeClercq asked for clarification on why the village is using this contractor. Administrator Bourdeau explained that Robinson Engineering has professional stormwater engineers on staff which is why staff wants to use them for this specific project. President Zambetti provided a little background on why this area needs to be looked at as previously some nearby residents had voiced concerns about water in their yards or flooding in their basements. Administrator Bourdeau advised the Board that this is a comprehensive examination of the area which would provide options for the Village to consider any future capital improvements on the south end of town to address any issues depending on what the findings of the engineering assessment are. Trustee Corbett asked if the study would include the area where Swing Masters is, as they were closed earlier in the year due to flooding. Administrator Bourdeau advised that he believed the study area included where they are located.

Trustee LeClercq asked if this project had to go out to bid. Administrator Bourdeau explained that the Village has a standing agreement with Robinson Engineering for general engineering services. He said from time-to-time staff brings these task orders to the Board for approval when there is something outside the scope of general engineering and is considered more of a specialized project.

A Motion was made by Trustee Allen and seconded by Trustee Corbett to Approve Agenda Items 5.A as Presented. Roll call vote: Trustees: Allen, Hacker, Coats, Redfield, LeClercq, and Corbett voted Aye (6). 0-nays, 0-abstained. Motion carried.

6. ITEMS FOR DISCUSSION

A. Presentation and Discussion of a Commercial and Industrial Façade Improvement Program Policy and Application

Management Analyst Lynch provided the Board with information regarding a proposed commercial and industrial façade improvement program policy and application guidelines in the area of TIF #1. He explained how the program would give businesses and property owners incentives to improve their buildings which will hopefully lead to an increase in property value. Analyst Lynch detailed how the program would reimburse 50% of a qualified project or up to \$50,000 in total, whichever is less, per project using funds available in TIF #1. He stated that the proposed program would accept applications on a rolling basis and a budgeted amount of TIF funds would be set for the program at the beginning of the year. President Zambetti reminded the Board that other available funds in TIF #1 can be used by the village for certain improvements in the area as well.

Analyst Lynch answered questions from Trustees regarding what types of projects may qualify. The Trustees concurred with Analyst Lynch's suggestion that a business or property owner should be able to apply every five years for the program, and that there will need to be some sort of claw back provision to ensure the improvements are retained. Analyst Lynch stated the claw back provision is related to the goal to promote the businesses and general area of the village with the improvements.

After there were no other questions or concerns from the Board, Administrator Bourdeau told the Board that if they generally were in compliance with the policy, he would have the attorney help draw up official language for a grant award agreement, and then the policy and agreement would come before the Board for a vote at an upcoming Board meeting. Administrator Bourdeau also stated that the program could be made retroactive for this year to encompass any projects that had been done in the area recently. Based on direction from President Zambetti, Administrator Bourdeau will work on getting this completed as soon as possible.

7. STAFF REPORTS

Management Analyst Lynch

- Has been working on the Façade Improvement Program he just presented.

Clerk Mastera

- Is jumping in and getting acquainted after starting her new position last week.

Administrator Bourdeau

- The splash pad closed today, but the bathrooms in Town Center Park will remain open through mid-October because of the sports teams using the fields.
- According to the developer, there will be roadwork happening in Neighborhood #1 of the Conservancy like saw-cutting replacement and curb-cutting, with milling slated to take place soon after.
- The Village has received an uptick in calls related to dying or dead parkway trees due to the weather this year. Staff will be working with a certified arborist who will drive through Gilberts Town Center, Timber Trails, Woodland Meadows, and Timber Glen to mark dead trees or those that are beyond saving. Step #1 will be the evaluation of the trees, and Step #2 staff will select a contractor to have the trees removed.

[At 7:40 p.m. the audio for the dial-in callers timed out, and they were disconnected. Administrator Bourdeau was able to get the audio reconnected within a few minutes, and confirmed that Trustees Allen and Hacker were still on the line.]

- The Northern Kane County Chamber of Commerce has the annual volunteer of the year award for someone who has gone above and beyond with community service. He would like to submit Police Pension Board member Rachel Roth as the Village's award nominee this year.
- The new Public Works Director will be starting next Monday, September 12, and he will hopefully be able to introduced at the next Board meeting.

8. TRUSTEES' REPORTS

Trustees LeClercq, Corbett, Allen, Coats, and Redfield had no report.

Trustee Hacker

- Have the trees in the center median along Tyrrell Road get looked at it when the arborist is evaluating trees, because some of them don't look that healthy. Also wanted to know if the concrete around the trees stunt their growth.

9. PRESIDENT'S REPORT

President Zambetti:

- Mentioned a new Garden Club that was started on Facebook by residents, and stated that some plants have been donated to help with some areas by entrances to subdivisions.
- Stated that some other residents on Facebook expressed interest in forming a Book Club or Bike and Walking Club with other residents.
- Confirmed with Administrator Bordeau that Public Works is aware that in the near future Public Works may have new roads to factor in the schedule and budget for plowing, in reference to a few roads in the Conservancy.
- Heard that tree roots may be causing an issue with the walking path in the Conservancy, and that is being looked at further by the developer.
- Developer Troy Mertz recently fired the property management group at the Conservancy.

10. EXECUTIVE SESSION

Motion by Trustee LeClercq and seconded by Trustee Redfield to move to Executive Session to discuss acquisition of property as permitted under 5 ILCS 120/2 (c) (5) with no business to follow. Roll call vote: Trustees LeClercq, Corbett, Allen, Hacker, Coats, and Redfield voted Aye (6). 0-Nays, 0-Abstained. Motion carried. Time: 7:53 p.m.

The Open Meeting resumed at 8:24 p.m. with all six Trustees and President Zambetti still present.

11. ADJOURNMENT

There being no further public business to discuss, **a Motion was made by Trustee LeClercq and seconded by Trustee Corbett to adjourn from the public meeting at 8:25 pm.** Voice vote carried unanimously, 6 ayes.

Respectfully submitted,

Kelly Mastera

Kelly Mastera
Village Clerk