



**VILLAGE OF GILBERTS  
VILLAGE BOARD MEETING MINUTES  
TUESDAY, FEBRUARY 7, 2023  
Village Hall: 87 Galligan Road, Gilberts, IL 60136**

**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 roll. Roll call of Board members present: Trustees LeClercq, Corbett, Allen, Hacker, Coats, and Redfield were present, as was President Zambetti. Also present were Village Administrator Brian Bourdeau and Management Analyst Riley Lynch.

**3. PUBLIC COMMENT – None.**

**4. CONSENT AGENDA**

- A. A Motion to approve Minutes from the January 9, 2023 Special Village Board Meeting
- B. A Motion to approve Minutes from the January 17, 2023 Village Board Meeting
- C. A Motion to approve Bills & Payroll dated February 7, 2023
- D. A Motion to approve Resolution 02-2023, a Resolution Authorizing Participation in the Northern Illinois Municipal Electric Collaborative (NIMEC) and Authorizing the Village Administrator to Approve Contracts with the Lowest Cost Electricity Providers for a Period up to 36 Months
- ~~E. A Motion to approve Resolution 03-2023, a Resolution Approving and Making a Determination on Executive Session Meeting Minutes and Verbatim Recordings~~

President Zambetti asked if there was anything anyone wanted to remove from the Consent Agenda. Trustee Corbett asked that Item E be pulled, because the meeting minutes were not attached to the packet.

The Village Board, Administrator Bourdeau, and Village Clerk Mastera discussed the options that the Board had so they could decide on a policy for Executive Session minutes for moving forward. The Board Members came to a general consensus that they would rather have the Executive Session minutes emailed to them for review rather than for the Board to conduct a review in Executive Session or for Board members to review the minutes at Village Hall on an individual basis. Village Clerk Mastera and Administrator Bourdeau explained they would follow up with Village Attorney Julie Tappendorf on what action would need at a future meeting to allow Board to vote on whether the minutes could be removed from Village Hall, as this was related to newer

legislation. The Board members, Administrator Bourdeau, and Village Clerk Mastera all agreed that they wanted to find a consistent way to do this each time.

*Trustee LeClercq made a motion to continue Item E until a later meeting date, seconded by Trustee Corbett. Roll call vote: Trustees LeClercq, Corbett, Allen, Hacker, Coats and Redfield voted (6) Aye, 0-nays, 0-abstained. Motion carried.*

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

## **5. ITEMS FOR APPROVAL –**

- A.** A Motion to approve a Professional Engineering Services Proposal (Task Order) with Robinson Engineering for a Not to Exceed Amount of \$110,700

Analyst Lynch stated that this task order includes site engineering, landscape architecture, and the preparation and oversight of the request for proposal (RFP) and construction oversight by Robinson Engineering, which in total is about 13 weeks of professional oversight.

President Zambetti and the Board discussed the financial cost of the proposal. They also discussed the difference between if a developer did the project versus the Village. Analyst Lynch also stated that each amenity and item can be priced out individually rather than in one lump sum for a bundle. He said this will then allow the Board to have more control over the finances and options. Administrator Bourdeau stated that this will allow for flexibility in the overall process. He and the Board members also discussed the park impact fees, the estimate of total funds based on potential future permits to be pulled, and the other two future parks. Administrator Bourdeau stated he would follow up with the Board members on estimates of the overall park impact fees. Several Board members also expressed not wanting to cut corners in the process.

*Trustee Redfield made a motion to approve Item 5.A., which was seconded by Trustee LeClercq. Roll call vote: Trustees LeClercq, Corbett, Allen, Hacker, Coats and Redfield voted (6) Aye, 0-nays, 0-abstained. Motion carried.*

## **6. ITEMS FOR DISCUSSION – None.**

## **7. STAFF REPORTS –**

Village Clerk Mastera – no major updates.

Management Analyst Lynch – Community Days planning is going well. As of now, we are halfway to our goal with fundraising. He also said the website is updated.

Administrator Bourdeau – the 8-month budget will be brought forth in the next few meetings by staff. The Community Days budget will most likely be presented at the next meeting on February 21<sup>st</sup>, and the other operational budgets in March. Then, later this year staff will return with a 12-month budget. He also mentioned later this year staff may want to discuss with the Village Board a field usage policy to create guidelines for staff as staff has seen increasing field usage requests from long time field users as well as new ones, too. Clerk Mastera reiterated how she had three different teams inquire about the fields this year.

## **8. TRUSTEES' REPORTS –**

Trustee Allen – stated that she contacted the Kane County Clerk's office when she noticed some issues on their election website. She said it should now accurately reflect the current candidates for this spring's election.

There were no other Trustee reports this evening.

## **9. PRESIDENT'S REPORT – None.**

## **10. EXECUTIVE SESSION - None.**

## **11. ADJOURNMENT**

There being no further public business to discuss, a motion to adjourn from the public meeting was made by Trustee Allen and seconded by Trustee LeClercq at 8:02 p.m. Voice vote carried unanimously, Aye (6). 0-nays, 0-abstained.

Respectfully submitted,

*Kelly Mastera*

Kelly Mastera  
Village Clerk