



Village of Gilberts

Village Hall: 87 Galligan Road, Gilberts, Illinois 60136

Ph. 847-428-2861 Fax: 847-428-2955

www.villageofgilberts.com

VILLAGE BOARD MEETING AGENDA

Tuesday, February 4, 2020 - 7:00 p.m. - Village Hall Board Room

ORDER OF BUSINESS

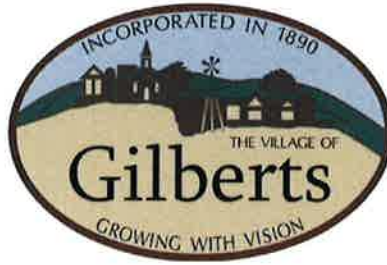
- 1. CALL TO ORDER / PLEDGE OF ALLEGIANCE**
- 2. ROLL CALL / ESTABLISH QUORUM**
- 3. PUBLIC COMMENT***
- 4. CONSENT AGENDA**
 - A. A Motion to approve Minutes from the January 21, 2020 Village Board Meeting
 - B. A Motion to approve Bills & Payroll dated February 4, 2020
- 5. ITEMS FOR APPROVAL**
 - A. A Motion to approve Resolution 03-2020, A Resolution Approving a Village of Gilberts Social Media Comment Policy
- 6. ITEMS FOR DISCUSSION**
 - A. Presentation and Discussion Concerning a Proposal by Bison/Tri-Cities Baseball to Install Flag Poles at Village Ballfields
- 7. STAFF REPORTS**
- 8. TRUSTEES' REPORTS**
- 9. PRESIDENTS' REPORT**
- 10. EXECUTIVE SESSION***
- 11. ADJOURNMENT**

***Executive Session Information**

A portion of the meeting will be closed to the Public, effective immediately as Permitted by 5 ILCS 120/2(c) (1) to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the Village, and as permitted by 5 ILCS 120/2 (c) (11) to discuss litigation against, affecting, or on behalf of the Village which has been filed and is pending in a court or administrative tribunal of which is imminent and as permitted by 5 ILCS 120/2(c) (21) to review and approve closed session minutes and as permitted by 5 ILCS 120/2 (c) 2 Collective negotiating matters.

***Public Comment Policy**

Anyone indicating a desire to speak during Public Comments portion of the Village Board Meeting will be acknowledged by the Village President. All remarks are to be addressed to the Village President and Board of Trustees as a whole, not to any specific person(s). To ensure that everyone who wishes to speak has the opportunity to do so, please limit your comments to five minutes. Additional time may be granted at the discretion of the Village President. If you have written comments, please provide a copy to the Village President. If there are a number of individuals present to speak on the same topic, please designate a spokesperson that can summarize the issue. During Public Comments, the Village President, Trustees and Staff will listen to comments and will not engage in discussion. The Village President or Trustees may ask questions to better understand your concern, suggestion or request. Please direct any personnel concerns to the Village Administrator before or after the meeting. The Village of Gilberts complies with the Americans Disabilities Act (ADA). For accessibility Assistance, please contact the Village Clerk at the Village Hall, telephone number is 847-428-2861". Assistive services will be provided upon request.



**MINUTES FOR VILLAGE OF GILBERTS
BOARD OF TRUSTEES MEETING
Village Hall: 87 Galligan Road, Gilberts, IL 60136
Meeting Minutes
Tuesday, January 21, 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 called the roll. Roll call: Members present: Trustees Kojzarek, Corbett, Allen, Zambetti, Farrell, and President Zirk. Trustee Hacker was absent. Others present: Village Administrator Brian Bourdeau. For members of the audience, please see the attached copy of the sign-in sheet.

3. PUBLIC COMMENT

There were no public comments at this time.

4. CONSENT AGENDA

- A. A Motion to approve Minutes from the January 7, 2020 Village Board Meeting
- B. A Motion to approve Minutes from the January 14, 2020 Committee of the Whole Meeting
- C. A Motion to approve Bills & Payroll dated January 21, 2020
- D. A Motion to approve the December, 2019 Treasurer's Report
- E. A Motion to approve Resolution 01-2020, A motion to Approve Changes to the Village's Personnel Policy Related to Passage of the Cannabis Regulation and Tax Act, and amendments to the Illinois State Officials and Employees Ethics Act
- F. A Motion to approve Ordinance 01-2020, an Ordinance Amending Chapter 3 of Title 5 of the Village Code Regarding Cannabis Enforcement

President Zirk asked if any of the board members had any consent agenda items they wished to remove for separate consideration. After hearing none, asked for a motion to approve.

A Motion was made by Trustee Farrell and seconded by Trustee Corbett to Approve Consent Agenda Items 4A-F as presented. Roll call vote: Trustees Corbett, Allen, Zambetti, Farrell, and Kojzarek voted Aye. 0-nays, 0-abstained. Motion carried.

5. ITEMS FOR APPROVAL

- A. Resolution 02-2020, a Resolution Authorizing an Intergovernmental Agreement with Kane County for Animal Control Services – President Zirk advised the Board that, per Administrator Bourdeau’s recent follow-up email regarding the question that was raised at the last meeting, that in the event the owner collects the animal, the owner would be responsible for the payment of any fees and the Village would not be invoiced.

A Motion was made by Trustee Corbett and seconded by Trustee Kojzarek to Approve Resolution 02-2020, a Resolution Authorizing an Intergovernmental Agreement with Kane County for Animal Control Services. Roll call vote: Trustees Allen, Zambetti, Farrell, Kojzarek, and Corbett voted Aye. 0-nays, 0-abstained. Motion carried.

6. ITEMS FOR DISCUSSION

There were no items for discussion at this time.

7. STAFF REPORTS

Administrator Bourdeau

- The road program for 2019 is officially done with the final invoice for Geske and Sons to be paid this week.
- Budget discussions, including capital planning, have been taking place. The first discussion to be brought before the Board should be in February.
- Administrator Bourdeau along with Trustees Farrell and Hacker conducted the first round of interviews today for the Public Works Director position.
- Work should pick up again on Raymond Street watermain tomorrow.

8. TRUSTEE REPORTS

There were no trustee reports at this time.

9. PRESIDENT’S REPORT

President Zirk had nothing to report at this time.

10. EXECUTIVE SESSION*

Motion by Trustee Allen and seconded by Trustee Corbett to move to Executive Session to discuss specific employees as permitted under 5 ILCS 120/2 (c) (1) with no business to follow. Roll call vote: Trustees Corbett, Allen, Zambetti, Farrell, and Kojzarek voted Aye. 0-Nays, 0-Abstained. Motion carried.

Motion by Trustee Farrell and seconded by Trustee Corbett to resume regular session meeting. Roll call vote: Trustees Allen, Farrell, Kojzarek, and Corbett voted Aye. 0-Nays, 0-Abstains. Motion carried. Regular session resumed at 7:42 pm.

10. ADJOURNMENT

There being no further public business to discuss, a **Motion was made by Trustee Allen and seconded by Trustee Corbett to adjourn from the public meeting at 7:43 p.m.** Voice vote carried unanimously.

Respectfully submitted,

A handwritten signature in blue ink that reads "Courtney Baker". The signature is written in a cursive style.

Courtney Baker
Village Clerk

Department: 00 GENERAL FUND

B&F CONSTRUCTION CODE SVC, INC	ESCROWS PAYABLE	1,205.00
IPBC - INTERGOVERNMENTAL PERSONN	EMPLOYEE DENTAL CONTRIBUTION	2,029.91
IPBC - INTERGOVERNMENTAL PERSONN	EMPLOYEE HEALTH INS. CONTRIBUT	27,567.83
IPBC - INTERGOVERNMENTAL PERSONN	EMPLOYEE LIFE INSURANCE	74.75
ROBINSON ENGINEERING, LTD.	ESCROWS PAYABLE	11,865.00
Total: 00 GENERAL FUND		42,742.49

Department: 01 ADMINISTRATIVE

ARTHUR J. GALLAGHER	INSURANCE LIABILITY	1,012.00
AT&T U-VERSE	COMMUNICATIONS	57.59
BENEFIT PLANNING CONSULTANTS,	CONTRACTUAL SERVICES	100.00
CURRENT TECHNOLOGIES, INC.	CONTRACTUAL SERVICES	656.25
FOLEY & LARDNER LLP	LEGAL EXPENSE	1,085.50
FOX VALLEY SECURITY SYSTEMS	CONTRACTUAL SERVICES	372.00
ILLINOIS GOVERNMENT FINANCE	DUES	200.00
MUNICODE	CONTRACTUAL SERVICES	1,523.32
RESERVE ACCOUNT	POSTAGE	200.00
RICHARD SPINKER	CONTRACTUAL SERVICES	140.00
ROBINSON ENGINEERING, LTD.	ENGINEERING SERVICES	68.00
ROBINSON ENGINEERING, LTD.	REIMBURSED EXPENSES	1,040.00
TESSENDORF MECHANICAL	MAINTENANCE BUILDING	816.42
THE BUG MAN, INC	CONTRACTUAL SERVICES	45.00
UNION NATIONAL BANK OF ELGIN	73 INDUSTRIAL PRINCIPAL	2,047.33
UNION NATIONAL BANK OF ELGIN	73 INDUSTRIAL INTEREST	1,463.21
WELLS FARGO	REIMBURSED EXPENSES	1,303.32
Total: 01 ADMINISTRATIVE		12,129.94

Department: 02 POLICE

KANE COUNTY CHIEFS OF POLICE	DUES	100.00
RICHARD SPINKER	CONTRACTUAL SERVICES	315.00
THE BUG MAN, INC	CONTRACTUAL SERVICES	36.00
VERIZON WIRELESS	COMMUNICATIONS	38.49
Total: 02 POLICE		489.49

Department: 03 PUBLIC WORKS

BONNELL INDUSTRIES, INC.	MAINTENANCE EQUIPMENT	19.93
COMMONWEALTH EDISON	STREETLIGHTING	249.29
COMPASS MINERALS AMERICA	SNOWPLOWING/CRACK FILLING	25,143.53
CONSTELLATION NEWENERGY, INC.	STREETLIGHTING	304.55
GRAINGER	MAINTENANCE EQUIPMENT	53.98
MENARDS - CARPENTERSVILLE	MAINTENANCE BUILDING	79.28
R.A. ADAMS ENTERPRISES, INC.	MAINTENANCE VEHICLES	399.16
RICHARD SPINKER	CONTRACTUAL SERVICES	140.00
RUSSO POWER EQUIPMENT	MAINTENANCE EQUIPMENT	130.34
SARGENTS EQUIPMENT	MAINTENANCE EQUIPMENT	221.22
THE BUG MAN, INC	CONTRACTUAL SERVICES	47.00
Total: 03 PUBLIC WORKS		26,788.28

Department: 04 BUILDING

B&F CONSTRUCTION CODE SVC, INC	BUILDING PERMIT EXPENSE-PASS T	280.00
MARCO TECHNOLOGIES LLC	CONTRACTUAL SERVICES	250.00
ROBINSON ENGINEERING, LTD.	BUILDING PERMIT EXPENSE-PASS T	166.00
Total: 04 BUILDING		696.00

Department: 06 PARKS

COMMONWEALTH EDISON	UTILITIES	240.98
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Total: 06 PARKS 240.98

Department: 10 WATER SYSTEMS

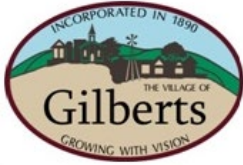
BATTERIES PLUS	MAINTENANCE PARTS & MATERIALS	134.95
CORRPRO COMPANIES, INC.	CONTRACTUAL SERVICES	1,550.00
DYNEGY ENERGY SERVICES	UTILITIES	9,126.08
FERGUSON WATERWORKS	WATER METERS	1,625.22
ILLINOIS SECTION AWWA	TRAINING EXPENSE	472.50
MARCO TECHNOLOGIES LLC	CONTRACTUAL SERVICES	55.00
MENARDS - CARPENTERSVILLE	SMALL TOOLS AND EQUIPMENT	8.99
MENARDS - CARPENTERSVILLE	OFFICE SUPPLIES	48.96
MENARDS - CARPENTERSVILLE	MAINT SUPPLIES-JANTORIAL	5.39
MENARDS - CARPENTERSVILLE	MAINTENANCE BUILDING	79.90
NORTHWESTERN MEDICINE OCCUPATION	CONTRACTUAL SERVICES	62.50
PDC LABORATORIES, INC	LABORATORY TESTING	1,065.00
PRIORITY PROMOTIONS	UNIFORMS - 05/01/2019 OR AFTER	117.50
RED WING SHOES BUSINESS ADV ACCT	UNIFORMS - 05/01/2019 OR AFTER	119.59
THIRD MILLENNIUM ASSOCIATES	CONTRACTUAL SERVICES	339.76
USA BLUEBOOK	UNIFORMS - 05/01/2019 OR AFTER	159.06
Total: 10 WATER SYSTEMS		14,970.40

Department: 20 WASTEWATER SYSTEMS

CONSTELLATION NEWENERGY, INC.	UTILITIES	1,315.66
DRYDON EQUIPMENT, INC	COLLECTION SYS. PUMP MAINT.	282.40
DYNEGY ENERGY SERVICES	UTILITIES	9,126.07
GOLDSTAR PRODUCTS INC	CONTRACTUAL SERVICES	849.70
ILLINOIS SECTION AWWA	TRAINING EXPENSE	544.50
MARCO TECHNOLOGIES LLC	CONTRACTUAL SERVICES	55.00
MENARDS - CARPENTERSVILLE	SMALL TOOLS AND EQUIPMENT	9.00
MENARDS - CARPENTERSVILLE	MAINTENANCE PARTS & MATERIALS	49.31
MENARDS - CARPENTERSVILLE	MAINTENANCE BUILDING	208.39
MENARDS - CARPENTERSVILLE	REPAIRS-W/WATER COLLECTION SYS	32.48
NICOR	UTILITIES	735.67
NORTHWESTERN MEDICINE OCCUPATION	CONTRACTUAL SERVICES	62.50
PRIORITY PROMOTIONS	UNIFORMS - 05/01/2019 OR AFTER	117.50
ROBINSON ENGINEERING, LTD.	ENGINEERING SERVICES	3,450.50
SUBURBAN LABORATORIES	LABORATORY TESTING	1,240.00
TESSENDORF MECHANICAL	MAINTENANCE BUILDING	682.97
THIRD MILLENNIUM ASSOCIATES	CONTRACTUAL SERVICES	339.76
TLC CONTROLS, INC.	OUTSIDE SERVICES	350.00
USA BLUEBOOK	UNIFORMS - 05/01/2019 OR AFTER	159.05
Total: 20 WASTEWATER SYSTEMS		19,610.46

*** GRAND TOTAL ***

117,668.04



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To: President Zirk and the Board of Trustees
From: Brian Bourdeau, Village Administrator
Date: February 4, 2020 Village Board Meeting
Re: Item 5.A: A Resolution Approving a Village of Gilberts Social Media Comment Policy

At the January 7, 2020 Village Board meeting, Village staff presented on an expansion of the Village's social media presence to include a Facebook page for the Police Department. With the Village's growing presence and impact of social media as a communication tool, it is recommended to adopt a general social media comment and term of use policy. As a follow up to the January 7 meeting, Village staff in coordination with the Village attorney drafted a social media comment policy, which is included below. The policy provides guidance to posters/commenters regarding acceptable content and what content may be removed.

If approved, the policy would be available via a link on each of the Village's Facebook pages.

Facebook Comment and Terms of Use Policy

Comments containing any of the following inappropriate content will not be permitted on the Government's social media sites and are subject to removal and/or restriction by the Administrator or his/her designees:

1. Obscene, sexual, or pornographic content and/or language
2. Content that promotes discrimination on the basis of race, age, religion, gender
3. Content that violates a legal ownership interest (copyright or trademark)
4. Threats to any person
5. Conduct that violates any federal, state, or local law or encourages illegal activity
6. Promotion of any commercial activities not related to Government business
7. Spam or links to malware/viruses
8. Content that advocates or promotes a candidate, referendum, or campaign

A comment posted by a member of the public on any Government social media site is the opinion of the poster only, and publication of a comment does not imply endorsement of, or agreement by,

the Government, nor do the comments necessarily reflect the opinions or policies of the Government.

The Government reserves the right to deny access to Government social media sites for any individual who violates the Government's social media policy, at any time and without prior notice.

All comments posted to any Government Facebook site are bound by Facebook's terms of use and the Government reserves the right to report any violation of Facebook's terms of use to Facebook with the intent of Facebook taking appropriate and reasonable responsive action.

Users who enter private or personal information on Government social media sites do so at their own risk, and the Government is not responsible for any damages resulting from the public display of, or failure to remove, private or personal information. This policy and terms of use may be amended from time-to-time, without further notice.

RESOLUTION 03-2020

VILLAGE OF GILBERTS

A RESOLUTION APPROVING A VILLAGE OF GILBERTS SOCIAL MEDIA COMMENT POLICY

WHEREAS, the Village of Gilberts desires to have a social media presence on the Internet, including Facebook; and

WHEREAS, members of the public may post content to the Village’s social media pages; and

WHEREAS, the Village desires to provide notice to users on the type of content that is and is not permissible for posting by establishing a Facebook Comment and Terms of Use Policy as outlined in Exhibit A.

THEREFORE, BE IT RESOLVED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF GILBERTS, ILLINOIS, as follows:

Section 1. Recitals. The recitals set forth above are hereby incorporated into and made a part of this Resolution as though set forth in this Section 1.

Section 2. Approval; Authorization. The Village Board of Trustees hereby approves the Village of Gilberts Social Media Comment Policy attached as Exhibit A.

Section 3. Effective Date. This Resolution shall be in full force and effect after its approval in the manner provided by law.

Passed this ____ day of _____, 2020 by a roll call vote as follows:

	<u>Ayes</u>	<u>Nays</u>	<u>Absent</u>	<u>Abstain</u>
Trustee Jeanne Allen	_____	_____	_____	_____
Trustee Dan Corbett	_____	_____	_____	_____
Trustee Louis Hacker	_____	_____	_____	_____
Trustee Nancy Farrell	_____	_____	_____	_____
Trustee Elissa Kojzarek	_____	_____	_____	_____
Trustee Guy Zambetti	_____	_____	_____	_____
President Rick Zirk	_____	_____	_____	_____

Rick Zirk
Village President

Resolution No. 03-2020

(SEAL)

ATTEST:

Courtney Baker
Village Clerk

Village of Gilberts Facebook Comment and Terms of Use Policy

Comments containing any of the following inappropriate content will not be permitted on the Government's social media sites and are subject to removal and/or restriction by the Administrator or his/her designees:

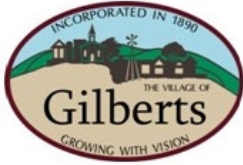
1. Obscene, sexual, or pornographic content and/or language
2. Content that promotes discrimination on the basis of race, age, religion, gender
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4. Threats to any person
5. Conduct that violates any federal, state, or local law or encourages illegal activity
6. Promotion of any commercial activities not related to Government business
7. Spam or links to malware/viruses
8. Content that advocates or promotes a candidate, referendum, or campaign

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The Government reserves the right to deny access to Government social media sites for any individual who violates the Government's social media policy, at any time and without prior notice.

All comments posted to any Government Facebook site are bound by Facebook's terms of use and the Government reserves the right to report any violation of Facebook's terms of use to Facebook with the intent of Facebook taking appropriate and reasonable responsive action.

Users who enter private or personal information on Government social media sites do so at their own risk, and the Government is not responsible for any damages resulting from the public display of, or failure to remove, private or personal information. This policy and terms of use may be amended from time-to-time, without further notice.



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To: President Zirk and the Board of Trustees
From: Brian Bourdeau, Village Administrator
Date: February 4, 2020 Village Board Meeting
Re: Item 6.A: A Presentation and Discussion Concerning a Proposal by Bisons/Tri-Cities Baseball to Install Flag Poles at Village Ballfields

Bison/Tri-Cities Baseball (Bisons) recently approached the Village with a request to install flag poles at the Memorial Park and Town Center baseball fields. The flag pole would be used to display the American flag and would be positioned approximately ten feet behind the centerfield fence and ten feet to the left of the centerfield gate as illustrated in the graphic to the left. Public Works has reviewed the placement and the ten-foot setback from the fence is adequate to allow access for mowing.

The Village has had additional conversations with the Bisons regarding plans for the flagpoles which are outlined below:

- Is there an intent to have other flag(s) below the American flag?

At this time, the intent is to display only the American flag.

- Will the flag be flown at all times? If so, how would the flag be lit during the night?

The American flag would only be displayed during the months when the field is in use for baseball activities. During that time the flag would be displayed 24-hours and would be lit at night through the use of solar lights. A similar example of a pole lit with solar lights is the Gilberts Town Center HOA flag pole at Wiley and Jackson. The Bisons have also indicated they are looking into locks to be installed on the pole to prevent removal of the flag.

- Who will lower and raise the American flag by order of the Governor?

The Bisons have indicated that they would raise/lower the flag as necessary when such orders are issued.

The Bisons have indicated that they are willing to contribute to the installation costs. Village staff is looking for direction from the Board as to whether the Board would wish to pursue the installation of flag poles at Village ballfields either as part of the Village's park budget or in partnership with the Bisons.



Flag Pole Location Illustration 1