

Víllage of Gílberts

Village Hall: 87 Galligan Road, Gilberts, Illinois 60136 Ph. 847-428-2861 Fax: 847-428-2955 www.villageofgilberts.com

VILLAGE BOARD MEETING AGENDA

Tuesday, October 3, 2023 - 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 September 19, 2023 Regular Village Board Meeting
- B. A Motion to approve Bills & Payroll dated October 3, 2023

5. ITEMS FOR APPROVAL

- A. A Resolution Accepting the Dedication of Briarwood Drive and Regent Drive as Public Rightsof-Way (Resolution 29-2023)
- 6. ITEMS FOR DISCUSSION
- 7. STAFF REPORTS
- 8. TRUSTEE REPORTS
- 9. PRESIDENT'S REPORT
- **10. EXECUTIVE SESSION**
- **11. ADJOURNMENT**

*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.



VILLAGE OF GILBERTS VILLAGE BOARD MEETING MINUTES TUESDAY, September 19, 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 PM. He proceeded to lead those present in the Pledge of Allegiance.

2. ROLL CALL / ESTABLISH QUORUM

Village Administrator Brian Bourdeau called roll. Roll call of Board members present: Trustees, Chapman, Vanni, Allen, Coats, Redfield, and Marino were present, as was President Zambetti. Also present was Finance Director Taunya Fischer, Public Works Director Wade Kretsinger, and Management Analyst Riley Lynch.

3. PUBLIC COMMENT - None

4. APPOINTMENTS

A. Appointment of Lynda Lange as Village Clerk for a Term Ending April 30, 2025

A Motion to Approve President Zambetti's Appointment of Lynda Lange as Village Clerk was made by Trustee Coats and seconded by Trustee Redfield. Roll call votes - Aye: (6) Trustees Chapman, Vanni, Allen, Coats, Redfield, and Marino, / Nay: 0 /Absent: 0 /Abstained: 0

5. CONSENT AGENDA

- A. A Motion to approve Minutes from the September 5, 2023 Regular Village Board Meeting
- **B.** A Motion to approve Bills & Payroll dated September 19, 2023
- C. A Motion to approve the August 2023 Treasurer's Report

President Zambetti asked if any Board member wished to remove an item from the Consent Agenda. No removals were requested.

A Motion to Approve Consent Agenda items 5.A-C as presented was made by Trustee Redfield and seconded by Trustee Coats. Roll call votes - Aye: (6) Trustees Chapman, Vanni, Allen, Coats, Redfield, and Marino, / Nay: 0 / Absent: 0 / Abstained: 0

6. ITEMS FOR APPROVAL

A. A Resolution Approving a Change Order with Copenhaver Construction Inc. for the Conservancy Public Park #1 Project (Resolution 24-2023)

Analyst Lynch noted that this change order was discussed at the previous Board meeting.

A Motion to Approve items 6.A as presented was made by Trustee Chapman and seconded by Trustee Vanni. Roll call votes - Aye: (6) Trustees Chapman, Vanni, Allen, Coats, Redfield, and Marino, / Nay: 0 / Absent: 0 / Abstained: 0

B. A Resolution Approving a Change Order with Water Well Solutions for the Maintenance and Rehabilitation Services at Well 4 (Resolution 25-2023)

A Motion to Approve items 6.B as presented was made by Trustee Chapman and seconded by Trustee Vanni. Roll call votes - Aye: (6) Trustees Chapman, Vanni, Allen, Coats, Redfield, and Marino, / Nay: 0 /Absent: 0 /Abstained: 0

C. A Resolution Authorizing Approval of an Agreement with Patriot Paving for the 2023 Crack Sealing Program in an Amount Not-to-Exceed \$16,000 (Resolution 26-2023)

Trustee Vanni asked what areas this covers. Public Works Director Kretsinger explained that this covers areas at Gilberts Glen East and Binne Road.

A Motion to Approve items 6.C as presented was made by Trustee Vanni and seconded by Trustee Allen. Roll call votes - Aye: (6) Trustees Chapman, Vanni, Allen, Coats, Redfield, and Marino, / Nay: 0 /Absent: 0 /Abstained: 0

D. A Resolution Authorizing Approval of an Agreement with Ewald Automotive Group for the Purchase of a 2023 F-550 in an Amount Not-to-Exceed \$90,000 (Resolution 27-2023)

Trustee Chapman asked what this truck is to be used for. Public Works Director Kretsinger detailed that it would be replacing an older truck and be used for general Public Works operations including plowing.

Administrator Bourdeau added that this is part of the Village's vehicle replacement program.

A Motion to Approve items 6.D as presented was made by Trustee Chapman and seconded by Trustee Coats. Roll call votes - Aye: (6) Trustees Chapman, Vanni, Allen, Coats, Redfield, and Marino, / Nay: 0 /Absent: 0 /Abstained: 0

E. A Resolution Authorizing Approval of an Agreement with Bartlett Tree Experts for Fall Tree Pruning and Removal in an Amount Not-to-Exceed \$11,500 (Resolution 28-2023)

Trustee Marino asked how Bartlett Tree Experts were chosen as the company to do this work. Public Works Director Kretsinger noted that Bartlett Tree Experts have been the professional arborists the Village has used previously, and that Public Works is pleased with their work. He also noted that this is an early start to a Village-wide tree trimming program.

A Motion to Approve items 6.E as presented was made by Trustee Marino and seconded by Trustee Vanni. Roll call votes - Aye: (6) Trustees Chapman, Vanni, Allen, Coats, Redfield, and Marino, / Nay: 0 /Absent: 0 /Abstained: 0

7. ITEMS FOR DISCUSSION

A. Discussion of 2024 Village Work Plan and Priorities

President Zambetti introduced the discussion and explained that staff had put together a list of goals, priorities, and objectives that they are looking for the Board's feedback on. Administrator Bourdeau added that this is not a set-in-stone plan, but a discussion to gain Board concurrence on priorities that Staff have identified.

The discussion was broken down into goals and projects as they relate to the Village overall and to each department. Staff guided the Board through each department's identified goals and projects. Some key items that were discussed more heavily included: a new Village facility, body cameras, automated external defibrillators (AEDs) for all squad vehicles, an update to the utility bill payment plan policy, moving the Building Department to Village Hall, updated park rental and use policies, tree trimming and replacement, and park upgrades.

8. STAFF REPORTS

Finance Director Fischer reported that the Village received an award from the Government Finance Officers Association (GFOA) for the Village's 2022 Annual Comprehensive Financial Report.

Public Works Director Kretsinger reported that the construction of Wiley and Union is proceeding as planned. He also reported that work on Tipperary will begin in the next few weeks.

Analyst Lynch reported that construction of the Conservancy public park is progressing despite the rainy week.

Administrator Bourdeau reported multiple items:

• The Homeowners Association (HOA) in control of Regent and Briarwood Drives in Timber Trails passed a vote to have the Village accept both roads as public roads. They have historically been private roads maintained by the HOA. A resolution will come before the Board at a future meeting where the Board will vote on whether to accept these roads.

- The Northern Kane County Chamber of Commerce is hosting an awards ceremony dinner that the Board is invited to. The Chamber is also looking for the Village's nomination for their "Volunteer of the Year" award. The Board recommended Baird & Warner for their volunteering help with Community Days.
- Staff and Teska & Associates are targeting October 9th or 10th for an open house to gather public feedback on the draft Comprehensive Plan before it goes to the Plan Commission.
- Staff are looking to update a Utilities Tech position to bring in an experienced utility professional as opposed to an entry level technician. The Board indicated that they support the decision.

9. TRUSTEE REPORTS

Trustee Vanni reported that he talked to the Ourys off of Tower Hill Road about a concern a resident had about driving their trucks too fast down Village Roads. He noted that they apologized and will ensure their drivers go the speed limit.

Trustee Redfield raised a concern that Astound and other utility companies were performing work in utility easements along residential properties in the Conservancy as early as 3:00AM. Administrator Bourdeau noted that he had not been advised by any companies that they would conduct work there nor that early. He recommended that residents call the non-emergency number for the police department if they have concerns about who is doing the work and why.

10. PRESIDENT'S REPORT

President Zambetti asked for the Board's feedback on residential solar panels and commercial solar arrays/fields. After a brief dialogue, the Board opted to continue this discussion at another meeting.

11. EXECUTIVE SESSION - None

12. 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 Vanni at 9:18 PM. Voice vote carried unanimously, - Aye: (6) Trustees Chapman, Vanni, Allen, Coats, Redfield, and Marino, / Nay: 0 / Absent: 0 / Abstained: 0

Respectfully submitted,

Riley Lynch

Riley Lynch Management Analyst

09/29/2023 03:34 PM INVOICE APPROVAL BY DEPT FOR VILLAGE OF GILBERTS EXP CHECK RUN DATES 10/03/2023 - 10/03/2023 BOTH JOURNALIZED AND UNJOURNALIZED BOTH OPEN AND PAID

Department: 00 GENERAL FUND						
EWALD'S VENUS FORD LLC IPBC - INTERGOVERNMENTAL PERSONN IPBC - INTERGOVERNMENTAL PERSONN IPBC - INTERGOVERNMENTAL PERSONN ROBINSON ENGINEERING, LTD. ROBINSON ENGINEERING, LTD. Total: 00 GENERAL FUND	EMPLOYEE DENTAL CONTRIBUTION EMPLOYEE VISION CONTRIBUTIONS EMPLOYEE HEALTH INS. CONTRIBUT EMPLOYEE LIFE INSURANCE ENGINEERING SERVICES	1,387.19 48.41				
Department: 01 ADMINISTRATIVE						
AT&T U-VERSE BENEFIT PLANNING CONSULTANTS, CURRENT TECHNOLOGIES, INC. IL DEPT OF EMPLOYMENT SECURITY ROBINSON ENGINEERING, LTD. ROBINSON ENGINEERING, LTD. THE BUG MAN, INC WAREHOUSE DIRECT, INC	CONTRACTUAL SERVICES STATE UNEMPL TAX ENGINEERING SERVICES REIMBURSED EXPENSES CONTRACTUAL SERVICES	83.76 100.00 116.25 456.95 7,218.75 18,234.50 46.00 153.28				
Total: 01 ADMINISTRATIVE		26,409.49				
Department: 02 POLICE						
MENARDS - CARPENTERSVILLE PEERLESS SWIFT WASH, LLC	MAINTENANCE VEHICLES LEGAL EXPENSE COMMUNICATIONS MAINTENANCE VEHICLES CONTRACTUAL SERVICES COMMUNICATIONS	264.36 47.98 57.32 92.00 36.00 281.08				
Total: 02 POLICE		778.74				
Department: 03 PUBLIC WORKS						
AEP ENERGY C&L RENTALS COMMONWEALTH EDISON ED'S RENTAL AND SALES INC. MENARDS - CARPENTERSVILLE RUSSO POWER EQUIPMENT SARGENTS EQUIPMENT TANNER'S AUTO AND TRUCK REPAIR THE BUG MAN, INC WAREHOUSE DIRECT, INC	STREETLIGHTING MAINTENANCE EQUIPMENT STREETLIGHTING RENTAL-EQUIPMENT SMALL TOOLS AND EQUIPMENT MAINTENANCE GROUNDS MAINTENANCE VEHICLES MAINTENANCE VEHICLES CONTRACTUAL SERVICES SMALL TOOLS AND EQUIPMENT	1,989.72 387.62 96.73 230.00 196.59 1,229.95 2,356.38 2,552.81 48.00 156.03				
Total: 03 PUBLIC WORKS		9,243.83				
Department: 04 BUILDING						
ROBINSON ENGINEERING, LTD. WAREHOUSE DIRECT, INC	BUILDING PERMIT EXPENSE OFFICE SUPPLIES	6,942.00 70.41				
Total: 04 BUILDING		7,012.41				
Department: 06 PARKS						
COMMONWEALTH EDISON COPENHAVER CONSTRUCTION, INC. PEERLESS	UTILITIES CAPITAL EQUIPMENT COMMUNICATIONS	30.00 155,615.40 214.51				
Total: 06 PARKS		155,859.91				

Department: 10 WATER SYSTEMS

09/29/2023 03:34 PM INVOICE APPROVAL BY DEPT FOR VILLAGE OF GILBERTS EXP CHECK RUN DATES 10/03/2023 - 10/03/2023 BOTH JOURNALIZED AND UNJOURNALIZED BOTH OPEN AND PAID

AQUA BACKFLOW, INC.	CONTRACTUAL SERVICES	50.00
C. SINGLETON PLUMBING	CONTRACTUAL SERVICES	450.00
COMMONWEALTH EDISON	UTILITIES	4,152.82
HENSON CONCRETE CONSTRUCTION	MAINTENANCE BUILDING	6,891.00
LEROY'S LAWN EQUIPMENT	MAINTENANCE PARTS & MATERIALS	24.43
MENARDS - CARPENTERSVILLE	MAINTENANCE PARTS & MATERIALS	137.67
MIDWEST SALT	BRINE HAULING EXPENSES	9,532.90
PACE ANALYTICAL SERVICES	LABORATORY TESTING	296.80
PEERLESS	COMMUNICATIONS	241.81
VIKING CHEMICAL COMPANY	CHEMICALS	(835.00)
WAREHOUSE DIRECT, INC	OFFICE SUPPLIES	67.48
Total: 10 WATER SYSTEMS		21,009.91

Department: 20 WASTEWATER SYSTEMS

LEROY'S LAWN EQUIPMENT MENARDS - CARPENTERSVILLE NICOR PACE ANALYTICAL SERVICES PEERLESS NAREHOUSE DIRECT INC	MAINTENANCE PARTS & MATERIALS MAINTENANCE PARTS & MATERIALS UTILITIES LABORATORY TESTING COMMUNICATIONS OFFICE SUBBLIES	24.42 137.67 173.99 1,026.90 241.81
WAREHOUSE DIRECT, INC Total: 20 WASTEWATER SYSTEMS	OFFICE SUPPLIES -	67.48

*** GRAND TOTAL *** 347,332.36



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To:	President Zambetti & Board of Trustees
From:	Brian Bourdeau, Village Administrator
Date:	October 3, 2023 Village Board Meeting
Re:	Item 5.A – Acceptance of a Plat of Dedication for Regent and Briarwood

Background

The Homeowners' Association (HOA) for the Timber Trails Villas previously approached the Village regarding dedication of Regent and Briarwood to the Village of Gilberts as public rights-of-way for public street and utility purposes. On September 21, 2023, the HOA held a meeting at which the membership voted in the affirmative to amend the CCRs to dedicate the roadways to the Village. The HOA has also prepared a Plat of Dedication to be recorded evidencing the dedication of the roadways to the Village. The Village Engineer has reviewed and approved the Plat of Dedication subject to certain additions and revisions. The attached Resolution does condition the final dedication of the roadway to be contingent on the HOA providing the Village with a revised Plat of Dedication reflecting those revisions. Upon approval by the Board and receipt of the revised Plat of Dedication, the Village will record the dedication with the County, with the costs being reimbursed by the HOA.

Attachments

- 1. Resolution Accepting the Dedication of Regent and Briarwood
- 2. Plat of Dedication



RESOLUTION NO. 29-2023

A RESOLUTION ACCEPTING THE DEDICATION OF BRIARWOOD DRIVE AND REGENT DRIVE AS PUBLIC RIGHTS-OF-WAY

WHEREAS, the Timber Trails Villas Homeowner's Association ("*Timber Trails HOA*") is the owner of that certain real estate commonly known as Regent Drive and Briarwood Drive within the Village of Gilberts ("*Village*"), which property is more fully described in Exhibit A; and

WHEREAS, Regent Drive and Briarwood Drive have previously operated as private roads within the Timber Trails Subdivision; and

WHEREAS, the Timber Trails HOA desires to dedicate Regent Drive and Briarwood Drive to the Village as public rights-of-way for public street and utility purposes pursuant to the provisions of the Illinois Plat Act (765 ILCS 205/3); and

WHEREAS, the Timber Trails HOA has prepared a Plat of Dedication evidencing the dedication of Regent Drive and Briarwood Drive ("*Plat of Dedication*"), a copy of which is attached hereto and incorporated herein as Exhibit A; and

WHEREAS, the Timber Trails HOA has requested that the Village accept the dedication of Regent Drive and Briarwood Drive as shown on the Plat of Dedication; and

WHEREAS, the Village Engineer has reviewed and approved the Plat of Dedication, subject to certain additions and revisions; and

WHEREAS, the Village Board of Trustees has determined that it is in the best interests of the health, safety, and welfare of the Village and its residents to accept the dedication of Regent Drive and Briarwood Drive as public rights-of-way for public street and utility purposes.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE VILLAGE OF GILBERTS, IN KANE COUNTY, ILLINOIS, as follows:

<u>Section 1.</u> <u>Acceptance of Dedication.</u> The Corporate Authorities of the Village of Gilberts hereby accepts the statutory dedication of Regent Drive and Briarwood Drive as public rights-of-way pursuant to the Plat of Dedication attached hereto as Exhibit A in accordance with the Plat Act (735 ILCS 205/3).

<u>Section 2</u>. <u>Condition</u>. The acceptance of the dedication of Regent Drive and Briarwood Drive by the Village is conditioned upon the Timber Trails HOA providing the Village with a revised Plat of Dedication reflecting the revisions required by the Village Engineer.

<u>Section 3</u>. <u>Authorization</u>. The Village President is hereby authorized and directed to execute and seal all documents necessary to effectuate the approvals granted by this Resolution, and the Village Administrator is authorized and directed to record this Resolution and the Plat of Dedication with the Kane County Recorder at the expense of the Timber Trails HOA.

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

PASSED BY THE BOARD OF TRUSTEES this 3rd day of October, 2023, as follows:

	Ayes	<u>Nays</u>	Absent	<u>Abstain</u>
Trustee Robert Vanni				
Trustee Robert Chapman Trustee Justin Redfield Trustee Jeanne Allen				
Trustee Frank Marino				
Trustee Brandon Coats President Guy Zambetti				
•				

APPROVED THIS 3rd DAY OF OCTOBER, 2023.

Guy Zambetti, Village President

(SEAL) ATTEST:

Village Clerk

4819-3436-5479, v. 2

