

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, April 9, 2019 - 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*

Intended for public comment on issues not otherwise on this agenda, those comments offered when individual issues are discussed.

4. CONSENT AGENDA

- A. A Motion to approve Minutes from the March 19, 2019 Village Board Meeting
- B. A Motion to approve Bills & Payroll dated April 9, 2019
- C. A Motion to approve Resolution 05-2019, a Resolution Authorizing a Professional Services Contract with MuniCode for Codification Services
- D. A Motion to approve Resolution 06-2019, a Resolution for General Maintenance Under the Illinois Highway Code
- E. A Motion to approve Resolution 07-2019, a Resolution for Maintenance Under the Illinois Highway Code

5. ITEMS FOR APPROVAL

6. ITEMS FOR DISCUSSION

- A. FY2020 Draft Budget

7. STAFF REPORTS

8. TRUSTEES' REPORTS

9. PRESIDENTS' REPORT

10. EXECUTIVE SESSION*

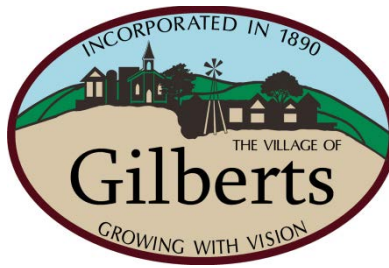
11. ADJOURNMENT

***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, March 19, 2019**

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 Nicholas called the roll. Roll call: Members present: Trustees Kojzarek, Corbett, Allen, Zambetti, Farrell, Hacker, and President Zirk. Others present: Village Administrator Brian Bourdeau, Village Attorney Julie Tappendorf, and Finance Director Taunya Fischer.

3. PUBLIC COMMENT

There were no public comments at this time.

4. CONSENT AGENDA

- A. A Motion to approve Minutes from the March 5, 2019 Village Board Meeting
- B. A Motion to approve Minutes from the March 12, 2019 Committee of the Whole Meeting
- C. A Motion to approve Bills & Payroll dated March 19, 2019
- D. A Motion to approve the February 2019 Treasurer's Report.

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 Kojzarek to Approve Consent Agenda Items 4A-D as presented. Roll call vote: Trustees Corbett, Allen, Zambetti, Farrell, Hacker, and Kojzarek voted Aye. 0-nays, 0-abstained. Motion carried.

5. ITEMS FOR APPROVAL

- A. Direct Staff Regarding the Use of Surplus FY2019 Personnel and Benefit Funds – Administrator Bourdeau advised the Board that his recommendation from Staff would be to utilize the extra funds from the Budget to examine the salaries of certain positions within the Village and address them appropriately. President Zirk stated that the options that the Board may consider would be to provide the proposed “bonuses” to all employees within this fiscal year or to use the extra

funds to equally align salaries within the Village. Trustee Kojzarek stated that she believes that the Village should give the employees the bonuses now but that we would also need to examine the salaries of employees and make sure that any increases would be sustainable. Trustee Zambetti stated that he is not in favor of the one-time bonus as he feels as though it is not enough of a commitment to the employees and that we should use the extra money to adjust salaries. Trustee Zambetti stated that he would like it on record that the Village will be giving away \$16,000 if the Village awards the one-time proposed payments this year. Trustee Corbett stated that we would need to make sure that we can sustain the salaries if we increase them. Trustee Allen stated that she would like a commitment from the Board that salaries will be looked at by Staff prior to the upcoming fiscal year budget. Trustee Farrell stated that she also thinks that if salaries are increased, that the Village needs to make sure that they are sustainable. Trustee Farrell asked Administrator Bourdeau to include updates of Staff's salary research in the weekly Board reports.

A Motion was made by Trustee Hacker and seconded by Trustee Farrell to direct Staff to use surplus funds to give all full-time employees a \$500 bonus and provide part-time employees with a pro-rated bonus by the end of the current fiscal year. Roll call vote: Trustees Corbett, Farrell, Kojzarek, and Hacker voted Aye. Trustees Allen and Zambetti voted Nay. 0-abstained. Motion carried.

6. ITEMS FOR DISCUSSION

A. FY2020 Budget Discussion – President Zirk thanked Finance Director Fischer and Staff for working quickly to implement the adjustments that the Board proposed at the last meeting. Administrator Bourdeau stated that the proposed adjustments from the last Board meeting have been included into the current budget that is being presented in this week's Board packet and include items such as the personnel change in the Water Fund, cell phone upgrades, and crack sealing. Administrator Bourdeau stated that Staff is also waiting on feedback from the GPH Grizzlies in regard to using the Village's fields in order to determine the use of the proposed park field improvement funds. Trustee Corbett asked Administrator Bourdeau if the re-construction of Timber Trails Boulevard is in the FY2020 budget. Administrator Bourdeau stated Timber Trails Boulevard is included in the proposed budget for FY2020 and would be funded with MFT Funds. Administrator Bourdeau also advised that Staff is currently working with Robinson Engineering on the plans for reconstruction to this and future road programs.

B. STAFF REPORTS

Administrator Bourdeau

- Municipal Well has begun mobilizing at Memorial Park for well drilling.

C. TRUSTEES REPORTS

Trustee Kojzarek

- Asked Clerk Nicholas to let her know if she does not hear back from the GPH Grizzlies so that she may follow up with them herself.

D. PRESIDENTS' REPORT

President Zirk had nothing to report at this time.

E. EXECUTIVE SESSION*

An executive session did not take place.

F. ADJOURNMENT

There being no further public business to discuss, **a Motion was made by Trustee Allen and seconded by Trustee Farrell to adjourn from the public meeting at 8:04 p.m.** Voice vote carried unanimously.

Respectfully submitted,

Courtney Nicholas

Courtney Nicholas
Village Clerk

User: lsiegbahn

INVOICE DUE DATES 03/26/2019 - 04/09/2019

BOTH JOURNALIZED AND UNJOURNALIZED

OPEN

Inv Ref#	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
271135	ASAP GARAGE DOOR REPAIR	03/29/2019	04/09/2019	125.00	125.00	Open	N
27117	AT&T U-VERSE	03/29/2019	04/09/2019	56.40	56.40	Open	N
27092	B&F CONSTRUCTION CODE SVC, INC	03/29/2019	04/09/2019	360.00	360.00	Open	N
27093	B&F CONSTRUCTION CODE SVC, INC	03/29/2019	04/09/2019	1,157.50	1,157.50	Open	N
27172	B&K POWER EQUIPMENT INC	04/05/2019	04/09/2019	297.52	297.52	Open	N
27119	BENEFIT PLANNING CONSULTANTS,	03/19/2019	04/09/2019	100.00	100.00	Open	N
27118	BLAIN'S FARM & FLEET	03/29/2019	04/09/2019	43.87	43.87	Open	N
27142	BRIAN MARINO DBA MTC	03/29/2019	04/09/2019	924.70	924.70	Open	N
27085	CANTEEN REFRESHMENT SERVICES	03/28/2019	04/09/2019	(12.84)	(12.84)	Open	N
27086	CANTEEN REFRESHMENT SERVICES	03/28/2019	04/09/2019	23.76	23.76	Open	N
27087	CANTEEN REFRESHMENT SERVICES	03/28/2019	04/09/2019	17.34	17.34	Open	N
27088	CANTEEN REFRESHMENT SERVICES	03/28/2019	04/09/2019	32.22	32.22	Open	N
27089	CANTEEN REFRESHMENT SERVICES	03/29/2019	04/09/2019	25.29	25.29	Open	N
27090	CANTEEN REFRESHMENT SERVICES	03/29/2019	04/09/2019	24.29	24.29	Open	N
27091	CANTEEN REFRESHMENT SERVICES	03/29/2019	04/09/2019	39.15	39.15	Open	N
27203	CANTEEN REFRESHMENT SERVICES	04/05/2019	04/09/2019	17.34	17.34	Open	N
27211	CANTEEN REFRESHMENT SERVICES	04/05/2019	04/09/2019	32.22	32.22	Open	N
27082	COMMONWEALTH EDISON	03/28/2019	04/09/2019	19.71	19.71	Open	N
27126	COMMONWEALTH EDISON	03/29/2019	04/09/2019	70.07	70.07	Open	N
27127	COMMONWEALTH EDISON	03/29/2019	04/09/2019	192.20	192.20	Open	N
27128	COMMONWEALTH EDISON	03/29/2019	04/09/2019	57.38	57.38	Open	N
27129	COMMONWEALTH EDISON	03/29/2019	04/09/2019	35.02	35.02	Open	N
27130	COMMONWEALTH EDISON	03/29/2019	04/09/2019	57.38	57.38	Open	N
27131	COMMONWEALTH EDISON	03/29/2019	04/09/2019	7.46	7.46	Open	N
27132	COMMONWEALTH EDISON	03/29/2019	04/09/2019	258.71	258.71	Open	N
27133	COMMONWEALTH EDISON	03/29/2019	04/09/2019	28.69	28.69	Open	N
27184	COMMONWEALTH EDISON	04/05/2019	04/09/2019	46.74	46.74	Open	N
27075	COMMUNITY UNIT SCHOOL	03/28/2019	04/09/2019	33,564.00	33,564.00	Open	N
27074	COMPASS MINERALS AMERICA	03/28/2019	04/09/2019	2,789.90	2,789.90	Open	N
27083	CONSTELLATION NEWENERGY, INC.	03/28/2019	04/09/2019	216.47	216.47	Open	N
27100	CONSTELLATION NEWENERGY, INC.	03/29/2019	04/09/2019	146.55	146.55	Open	N
27101	CONSTELLATION NEWENERGY, INC.	03/29/2019	04/09/2019	124.60	124.60	Open	N
27102	CONSTELLATION NEWENERGY, INC.	03/29/2019	04/09/2019	219.02	219.02	Open	N
27103	CONSTELLATION NEWENERGY, INC.	03/29/2019	04/09/2019	244.83	244.83	Open	N
27108	CONSTELLATION NEWENERGY, INC.	03/29/2019	04/09/2019	277.67	277.67	Open	N
27109	CONSTELLATION NEWENERGY, INC.	03/29/2019	04/09/2019	113.97	113.97	Open	N
27185	CONSTELLATION NEWENERGY, INC.	04/05/2019	04/09/2019	258.72	258.72	Open	N
27098	COPENHAVER CONSTRUCTION, INC.	03/29/2019	04/09/2019	807.84	807.84	Open	N
27153	CRESCENT ELECTRIC SUPPLY	04/05/2019	04/09/2019	129.87	129.87	Open	N
27183	CURRENT TECHNOLOGIES, INC.	04/05/2019	04/09/2019	156.25	156.25	Open	N
27149	DEKALB COUNTY SOIL & WATER	04/05/2019	04/09/2019	675.50	675.50	Open	N
27123	DISCOUNT TIRE	03/29/2019	04/09/2019	274.00	274.00	Open	N
27186	DYNEGY ENERGY SERVICES	04/05/2019	04/09/2019	17,432.16	17,432.16	Open	N
27094	ENVIRONMENTAL RESOURCE ASSOC	03/29/2019	04/09/2019	572.52	572.52	Open	N
27071	FERGUSON WATERWORKS	03/25/2019	04/09/2019	61.05	61.05	Open	N
27081	FERGUSON WATERWORKS	03/28/2019	04/09/2019	105.69	105.69	Open	N
27200	FERGUSON WATERWORKS	04/05/2019	04/09/2019	1,830.76	1,830.76	Open	N

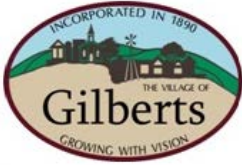
INVOICE REGISTER REPORT FOR VILLAGE OF GILBERTS
 INVOICE DUE DATES 03/26/2019 - 04/09/2019
 BOTH JOURNALIZED AND UNJOURNALIZED
 OPEN

Inv Ref#	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	JrnLized
27077	FOX RIVER VALLEY PUBLIC	03/28/2019	04/09/2019	2,625.82	2,625.82	Open	N
27157	HACH COMPANY	04/05/2019	04/09/2019	104.40	104.40	Open	N
27193	IL PUBLIC RISK FUND	04/05/2019	04/09/2019	2,564.00	2,564.00	Open	N
27176	INTEGRATED PURCHSING OPTIONS	04/05/2019	04/09/2019	61.57	61.57	Open	N
27177	INTEGRATED PURCHSING OPTIONS	04/05/2019	04/09/2019	394.38	394.38	Open	N
27178	INTEGRATED PURCHSING OPTIONS	04/05/2019	04/09/2019	36.02	36.02	Open	N
27145	IPBC - INTERGOVERNMENTAL PERSONNE	04/01/2019	04/02/2019	26,731.71	26,731.71	Open	N
27095	JOHN CASTILLO	03/29/2019	04/09/2019	281.88	281.88	Open	N
27154	JOHN SWEDBERG	04/05/2019	04/09/2019	118.90	118.90	Open	N
27175	LEROY'S LAWN EQUIPMENT	04/05/2019	04/09/2019	39.95	39.95	Open	N
27165	MARCO TECHNOLOGIES LLC	04/05/2019	04/09/2019	110.00	110.00	Open	N
27166	MARCO TECHNOLOGIES LLC	04/05/2019	04/09/2019	250.00	250.00	Open	N
27179	MARCO TECHNOLOGIES LLC	04/05/2019	04/09/2019	92.83	92.83	Open	N
27180	MARCO TECHNOLOGIES LLC	04/05/2019	04/09/2019	55.31	55.31	Open	N
27181	MARCO TECHNOLOGIES LLC	04/05/2019	04/09/2019	35.55	35.55	Open	N
27182	MARCO TECHNOLOGIES LLC	04/05/2019	04/09/2019	13.83	13.83	Open	N
27073	MARIA VELASCO	03/27/2019	04/09/2019	25.00	25.00	Open	N
27174	MDC ENVIRONMENTAL SVCS.	04/05/2019	04/09/2019	53,053.71	53,053.71	Open	N
27099	MENARDS - CARPENTERSVILLE	03/29/2019	04/09/2019	16.02	16.02	Open	N
27124	MENARDS - CARPENTERSVILLE	03/29/2019	04/09/2019	173.99	173.99	Open	N
27125	MENARDS - CARPENTERSVILLE	03/29/2019	04/09/2019	218.50	218.50	Open	N
27139	MENARDS - CARPENTERSVILLE	03/29/2019	04/09/2019	67.44	67.44	Open	N
27147	MENARDS - CARPENTERSVILLE	04/05/2019	04/09/2019	19.97	19.97	Open	N
27173	MENARDS - CARPENTERSVILLE	04/05/2019	04/09/2019	69.50	69.50	Open	N
27198	MENARDS - CARPENTERSVILLE	04/05/2019	04/09/2019	15.98	15.98	Open	N
27199	MENARDS - CARPENTERSVILLE	04/05/2019	04/09/2019	2.95	2.95	Open	N
27202	MENARDS - CARPENTERSVILLE	04/05/2019	04/09/2019	39.94	39.94	Open	N
27148	NAPA AUTO PARTS	04/05/2019	04/09/2019	115.66	115.66	Open	N
27105	NICOR	03/29/2019	04/09/2019	31.36	31.36	Open	N
27106	NICOR	03/29/2019	04/09/2019	245.90	245.90	Open	N
27107	NICOR	03/29/2019	04/09/2019	277.58	277.58	Open	N
27137	NICOR	03/29/2019	04/09/2019	104.33	104.33	Open	N
27141	NICOR	03/29/2019	04/09/2019	96.79	96.79	Open	N
27122	NOTARY PUBLIC ASSOCIATION	03/29/2019	04/09/2019	54.00	54.00	Open	N
27084	O"CARROLL ELECTRIC, INC.	03/28/2019	04/09/2019	928.00	928.00	Open	N
27134	PADDOCK PUBLICATIONS	03/29/2019	04/09/2019	348.45	348.45	Open	N
27167	PDC LABORATORIES, INC	04/05/2019	04/09/2019	15.00	15.00	Open	N
27168	PDC LABORATORIES, INC	04/05/2019	04/09/2019	185.00	185.00	Open	N
27169	PDC LABORATORIES, INC	04/05/2019	04/09/2019	185.00	185.00	Open	N
27170	PDC LABORATORIES, INC	04/05/2019	04/09/2019	185.00	185.00	Open	N
27171	PDC LABORATORIES, INC	04/05/2019	04/09/2019	185.00	185.00	Open	N
27204	PDC LABORATORIES, INC	04/05/2019	04/09/2019	125.00	125.00	Open	N
27205	PDC LABORATORIES, INC	04/05/2019	04/09/2019	15.00	15.00	Open	N
27206	PDC LABORATORIES, INC	04/05/2019	04/09/2019	370.00	370.00	Open	N
27207	PDC LABORATORIES, INC	04/05/2019	04/09/2019	125.00	125.00	Open	N
27208	PDC LABORATORIES, INC	04/05/2019	04/09/2019	185.00	185.00	Open	N
27209	PDC LABORATORIES, INC	04/05/2019	04/09/2019	185.00	185.00	Open	N

INVOICE REGISTER REPORT FOR VILLAGE OF GILBERTS
 INVOICE DUE DATES 03/26/2019 - 04/09/2019
 BOTH JOURNALIZED AND UNJOURNALIZED
 OPEN

Inv Ref#	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlnz
27210	PDC LABORATORIES, INC	04/05/2019	04/09/2019	185.00	185.00	Open	N
27146	RED WING SHOES BUSINESS ADV ACCT	04/05/2019	04/09/2019	296.59	296.59	Open	N
27078	RICHARD SPINKER	03/28/2019	04/09/2019	140.00	140.00	Open	N
27079	RICHARD SPINKER	03/28/2019	04/09/2019	140.00	140.00	Open	N
27080	RICHARD SPINKER	03/28/2019	04/09/2019	315.00	315.00	Open	N
27097	ROBINSON ENGINEERING, LTD.	03/29/2019	04/09/2019	111.00	111.00	Open	N
27136	ROBINSON ENGINEERING, LTD.	03/29/2019	04/09/2019	83.00	83.00	Open	N
27143	ROBINSON ENGINEERING, LTD.	03/29/2019	04/09/2019	1,116.00	1,116.00	Open	N
27144	ROBINSON ENGINEERING, LTD.	03/29/2019	04/09/2019	14,216.50	14,216.50	Open	N
27189	ROBINSON ENGINEERING, LTD.	04/05/2019	04/09/2019	83.00	83.00	Open	N
27190	ROBINSON ENGINEERING, LTD.	04/05/2019	04/09/2019	83.00	83.00	Open	N
27191	ROBINSON ENGINEERING, LTD.	04/05/2019	04/09/2019	83.00	83.00	Open	N
27192	ROBINSON ENGINEERING, LTD.	04/05/2019	04/09/2019	954.50	954.50	Open	N
27076	RUTLAND-DUNDEE FPD	03/28/2019	04/09/2019	8,598.19	8,598.19	Open	N
27116	STAPLES ADVANTAGE	03/29/2019	04/09/2019	109.36	109.36	Open	N
27152	STEPHEN D. TOUSEY LAW OFFICE	04/05/2019	04/09/2019	400.00	400.00	Open	N
27065	SUBURBAN LABORATORIES	03/25/2019	04/09/2019	98.00	98.00	Open	N
27066	SUBURBAN LABORATORIES	03/25/2019	04/09/2019	716.00	716.00	Open	N
27067	SUBURBAN LABORATORIES	03/25/2019	04/09/2019	229.00	229.00	Open	N
27068	SUBURBAN LABORATORIES	03/25/2019	04/09/2019	98.00	98.00	Open	N
27070	SUBURBAN LABORATORIES	03/25/2019	04/09/2019	98.00	98.00	Open	N
27096	SUBURBAN LABORATORIES	03/29/2019	04/09/2019	98.00	98.00	Open	N
27138	SUBURBAN LABORATORIES	03/29/2019	04/09/2019	98.00	98.00	Open	N
27140	SUBURBAN LABORATORIES	03/29/2019	04/09/2019	98.00	98.00	Open	N
27150	SUBURBAN LABORATORIES	04/05/2019	04/09/2019	98.00	98.00	Open	N
27151	SUBURBAN LABORATORIES	04/05/2019	04/09/2019	120.00	120.00	Open	N
27155	SUBURBAN LABORATORIES	04/05/2019	04/09/2019	68.00	68.00	Open	N
27164	SUBURBAN LABORATORIES	04/05/2019	04/09/2019	120.00	120.00	Open	N
27160	THE BUG MAN, INC	04/05/2019	04/09/2019	34.00	34.00	Open	N
27161	THE BUG MAN, INC	04/05/2019	04/09/2019	40.00	40.00	Open	N
27162	THE BUG MAN, INC	04/05/2019	04/09/2019	45.00	45.00	Open	N
27069	THIRD MILLENNIUM ASSOCIATES	03/25/2019	04/09/2019	675.72	675.72	Open	N
27120	TOM PECK FORD OF HUNTLEY	03/29/2019	04/09/2019	7.96	7.96	Open	N
27121	TOM PECK FORD OF HUNTLEY	03/29/2019	04/09/2019	795.20	795.20	Open	N
27156	TOM PECK FORD OF HUNTLEY	04/05/2019	04/09/2019	584.82	584.82	Open	N
27163	TOM PECK FORD OF HUNTLEY	04/05/2019	04/09/2019	639.27	639.27	Open	N
27159	UNION NATIONAL BANK OF ELGIN	04/05/2019	04/09/2019	3,510.54	3,510.54	Open	N
27064	USA BLUEBOOK	03/25/2019	04/09/2019	123.49	123.49	Open	N
27072	USA BLUEBOOK	03/25/2019	04/09/2019	205.93	205.93	Open	N
27158	USA BLUEBOOK	04/05/2019	04/09/2019	114.10	114.10	Open	N
27104	VERIZON WIRELESS	03/29/2019	04/09/2019	266.09	266.09	Open	N
27194	VERIZON WIRELESS	04/05/2019	04/09/2019	63.57	63.57	Open	N
27195	VERIZON WIRELESS	04/05/2019	04/09/2019	84.52	84.52	Open	N
27196	VERIZON WIRELESS	04/05/2019	04/09/2019	180.97	180.97	Open	N
27197	VERIZON WIRELESS	04/05/2019	04/09/2019	201.69	201.69	Open	N
27201	WIN-911 SOFTWARE	04/05/2019	04/09/2019	495.00	495.00	Open	N
27187	WRIGHT EXPRESS FSC	04/05/2019	04/09/2019	604.22	604.22	Open	N

Inv Ref#	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
27188	WRIGHT EXPRESS FSC	04/05/2019	04/09/2019	437.10	437.10	Open	N
# of Invoices:	141	# Due:	141	193,194.88	193,194.88		
# of Credit Memos:	1	# Due:	1	(12.84)	(12.84)		
Net of Invoices and Credit Memos:				193,182.04	193,182.04		
--- TOTALS BY FUND ---							
01 - GENERAL FUND				143,033.52	143,033.52		
20 - WATER SYSTEM				32,128.98	32,128.98		
31 - PERFORMANCE BOND				18,019.54	18,019.54		
--- TOTALS BY DEPT/ACTIVITY ---							
00 - GENERAL FUND				89,564.26	89,564.26		
01 - ADMINISTRATIVE				4,691.46	4,691.46		
02 - POLICE				7,715.96	7,715.96		
03 - PUBLIC WORKS				2,262.65	2,262.65		
04 - BUILDING				2,648.78	2,648.78		
06 - PARKS				1,116.24	1,116.24		
08 - GARBAGE HAULING				53,053.71	53,053.71		
10 - WATER SYSTEMS				17,473.04	17,473.04		
20 - WASTEWATER SYSTEMS				14,655.94	14,655.94		



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

To: Village President and Board of Trustees
From: Courtney Nicholas, Village Clerk
Date: April 9, 2019 Village Board Meeting
Re: Item 4.C - a Resolution Authorizing a Professional Services Contract with MuniCode for Codification Services

After receiving direction from the Board at the January 15, 2019 Committee of the Whole Meeting, Staff has been working with Municode to draft a final contract to provide the Village with codification services. This final contract includes the republication of the current Village Code and UDO as two separate documents with the ability to search both documents simultaneously. This contract also includes all of the enhanced search features offered by Municode.

Upon approval, Municode will begin the conversion process which is anticipated to take three months. The current Code will be posted online in PDF format during the conversion and republication phase so that it may be constantly available for inspection by anyone who wishes to view it.

The final Municode Professional Services Contract is included in this week's Board packet following this memo.

RESOLUTION 05-2019

VILLAGE OF GILBERTS

**A RESOLUTION AUTHORIZING A PROFESSIONAL SERVICES CONTRACT WITH
MUNICODE FOR CODIFICATION SERVICES**

WHEREAS, the Village of Gilberts (“Village”) requires codification services; and

WHEREAS, the Village has determined that it is necessary and desirable to enter into an agreement with Municode for the provision of codification services for the Village; and

WHEREAS, Municode has provided the Village with a contract for the provision of codification services for the Village, a copy of which is attached to this Resolution as **Exhibit A** (“*Contract*”).

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 Contract and authorizes the Village Administrator to execute the Contract and such other documents as are necessary.

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

PASSED BY VOTE OF THE BOARD OF TRUSTEES of the Village of Gilberts, Kane County, Illinois, this ____ day of _____ 2019.

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

APPROVED THIS ____ DAY OF _____, 2018

Village President, Rick Zirk

(SEAL)

ATTEST: _____
Village Clerk, Courtney Nicholas

PROFESSIONAL SERVICES CONTRACT

THIS CONTRACT is between the **VILLAGE OF GILBERTS, ILLINOIS**, a municipal corporation (Client), and **MUNICIPAL CODE CORPORATION** (Contractor), a Florida corporation, whose address is P.O. Box 2235, Tallahassee, FL 32316.

- 1 **RECITALS:** The Contractor has agreed to provide the services outlined in **Exhibit A, Scope of Services & Pricing**, upon the terms and conditions set forth in this Contract. Contractor will perform no service under this Contract until direction from an authorized official is issued and received by Contractor.
- 2 **TIME OF COMMENCEMENT AND SUBSTANTIVE COMPLETION:** The services to be provided under this Contract shall commence on April 9, 2019 and shall continue for a period of two (2) years, terminating on April 8, 2021. Thereafter, these services shall be renewed for one year subject to the approval of the new Village President. Each party may cancel or change this agreement with sixty (60) days written notice.
- 3 **PRICE:** The Client will pay the Contractor for the performance of this Contract at the prices specified in **Exhibit A, Scope of Services & Pricing**. Pricing shall be valid throughout the term of the contract.
- 4 **FINANCIAL OBLIGATIONS OF THE VILLAGE OF GILBERTS, ILLINOIS:** This Contract does not create a multiple fiscal year direct or indirect debt or other financial obligation. Each request for service shall incur a concurrent debt for that request only. All financial obligations of the Client under this Contract are contingent upon appropriation, budgeting, and availability of specific funds to discharge such obligations.
- 5 **CONTRACT DEFINED:** This Contract incorporates, herein by reference, the terms and conditions of the following documents. If there is a conflict among the documents, their terms and conditions shall prevail in the following order:
 - 5.1 Exhibit A (Scope of Services & Pricing)
 - 5.2 Certificate of Insurance & Workers' Compensation (to be furnished following contract execution)
- 6 **SERVICE OF NOTICES:** All required notices shall be deemed to have been validly given if delivered in person or by first class mail or email to the Client at the following addresses:

Ms. Courtney Nicholas
Village Clerk/FOIA Officer
87 Galligan Road
Gilberts, IL 60136
CNicholas@villageofgilberts.com
- 7 **COMPLIANCE WITH THE LAW:** This Contract shall be governed and construed in accordance with the laws of the State of Illinois. The Contractor will perform all obligations under this Contract in strict compliance with all federal, state, and municipal laws, rules, statutes, charter provisions, ordinances, and regulations, especially sections of the Occupational Safety and Health Administration (OSHA) regulations, latest revised addition, which provide for job safety and health protection for workers, applicable to the performance of the Contractor under this Contract. The Client assumes no duty to ensure that the Contractor follows the safety regulations issued by OSHA.
- 8 **INSURANCE:** The Contractor shall not begin any work until the Contractor proves to the Client's Purchasing and Contracts Division that it has obtained, at Contractor's own expense, all required insurance as specified below. Liability insurance must be of the occurrence form. Deviations from the requirements listed below must be submitted to and approved by the Village of Gilberts.

- 8.1 **COMMERCIAL GENERAL AND AUTOMOBILE LIABILITY** insurance must cover bodily injury, property damage and personal injury with limits of no less than \$1,000,000 per occurrence.
- 8.2 **WORKERS' COMPENSATION** coverage must be provided, as statutorily required for persons performing work under this Contract. Contractor must provide the Client with proof of Employer's Liability coverage with limits of at least \$500,000. Contractor shall require any subcontractor hired by the Contractor to carry Workers' Compensation and Employer's Liability coverage.
- 8.3 **CERTIFICATE OF INSURANCE:** As evidence of the insurance coverages required by this Contract, the Contractor and their subcontractors, shall furnish a certificate of insurance to:

Ms. Courtney Nicholas
 Village Clerk/FOIA Officer
 87 Galligan Road
 Gilberts, IL 60136
CNicholas@villageofgilberts.com

- 8.4 **CONTINUATION OF COVERAGE:** The Contractor shall not cancel, materially change or fail to renew insurance coverages. The Contractor shall notify the Purchasing and Contracts Division of any material reduction or exhaustion of aggregate limits. Any insurance bearing on adequacy of performance (warranty or guarantee) shall continue after completion of the contract for the full guaranteed period. If any policy lapses or is canceled before final payment by the Client to the Contractor and if the Contractor fails immediately to procure other insurance as specified, the Client may deem such failure to be a breach of this Contract.
- 8.5 **RESPONSIBILITY FOR PAYMENT OF DAMAGES:** Nothing contained in these insurance requirements shall limit the Contractor's responsibility for damages resulting from Contractor's operations under this contract.
- 9 **INDEMNITY:** The Contractor hereby releases and agrees to indemnify, defend and save harmless the Client and its agents from and against all claims, actions, causes of action, demands, judgments, costs, expenses and all damages of every kind and nature, excepting a claim arising from interpretation of language or images contained in the Code, as published in print or electronically, incurred by and on behalf of any person or corporation whatsoever, predicated upon injury to or death of any person or loss of or damage to property of whatever ownership, including the parties to this Contract and their employees, and arising out of or connected with, in any manner, directly or indirectly, the Contractor's operations.
- 10 **STATUS OF CONTRACTOR:** The Contractor shall perform all work under this Contract as an independent contractor and not as an agent or employee of the Client. The Contractor will not be supervised by any employee or official of the Client nor will the Contractor exercise supervision over any employee or official of the Client. The Contractor shall not represent that Contractor is an employee or agent of the Client in any capacity. The Contractor shall supply all personnel, buildings, equipment and materials at Contractor's sole expense. **The Contractor is not entitled to the Client's Workers' Compensation benefits and is obligated to pay federal and state income tax on money earned pursuant to this Contract.** This Contract is not exclusive; the Contractor may contract with other parties.
- 11 **TERMINATION:** Either party may terminate this Contract by giving the other party sixty (60) days written notice of such termination. The Contractor will then be paid for satisfactory work up to the date of termination.
- 12 **TRANSFERENCE AND AMENDMENTS:** The Contractor may not transfer this Contract to a third party nor in any way amend this Contract without prior written consent of the Client.
- 13 **VERIFICATION REGARDING ILLEGAL ALIENS:** Contractor has confirmed the employment eligibility of all employees newly hired for employment to perform work under this Contract through participation in the E- verify program administered jointly by the United States Department of Homeland Security and the Social Security Administration.
- 14 **DAMAGES FOR BREACH OF CONTRACT:** In addition to any other legal or equitable remedy the Client may be entitled to for a breach of this Contract, if the Client terminates this Contract, in whole or in part, due to Contractor's breach of any provision of this Contract, Contractor shall be liable for actual and consequential damages to the Client.



Term of Agreement. This Agreement shall be for a two (2) year term, commencing on April 9, 2019 and terminating on April 8, 2021. Thereafter, the Agreement may be renewed for one (1) year subject to the approval of the new Village President, with the condition that either party may cancel or change this Agreement with sixty (60) days written notice.

Submitted by:

MUNICIPAL CODE CORPORATION

Municode Officer: _____
Steffanie W. Rasmussen
Vice President of Client Services

Date: _____

Accepted by:

VILLAGE OF GILBERTS, ILLINOIS

By: _____

Title: _____

Date: _____



EXHIBIT A

Scope of Services and Pricing

REPUBLICATION QUOTATION SUMMARY

Estimated Summary of Annual Charges

Year 1

★ Conversion of Code and UDO to Municode database	\$1,000
○ Includes 3 printed copies with binders and tabs for Code	
★ Three printed copies of UDO with binders and tabs	\$90 each x 3 = \$270
★ Creation of new index for print copies of Code and UDO	\$500
★ Custom online banner (one time charge)	\$250
★ Website hosting (first year no charge)	\$0
★ Supplement costs (5-15 ordinances amending 100-150 pages @\$19 per page)	\$1,900-\$2,850 ¹
★ Graphics (estimated at 10 graphics x \$10 per year)	\$100
Estimated 1st Year Total	\$4,020-\$9,720

Year 2

★ Website hosting (annual fee)	\$395 ²
★ Supplement costs (5-15 ordinances amending 100-150 pages @\$19 per page)	\$1,900-\$2,850
★ Graphics (estimated at 10 graphics x \$10 per year)	\$100
Estimated 2nd Year Total	\$2,395-\$3,345

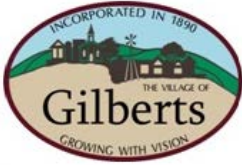
Year 3

★ Website hosting (annual fee)	\$395 ³
★ Supplement costs (5-15 ordinances amending 100-150 pages @\$19 per page)	\$1,900-\$2,850
★ Graphics (estimated at 10 graphics x \$10 per year)	\$100
Estimated 2nd Year Total	\$2,395-\$3,345

¹ Supplement pages are an estimated range. If Council adopts more (or less) legislation than estimated, the supplement costs for the Code and/or UDC would increase or decrease accordingly. This applies to years 1-3.

² Depending on the online services elected by the City, this cost can range from \$395 - \$1,195 annually. This is applicable to years 2-3.

³ Depending on the online services elected by the City, this cost can range from \$395 - \$1,195 annually. This is applicable to years 2-3.



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

To: Village President and Board of Trustees
From: Brian Bourdeau, Village Administrator
Date: Taunya Fischer, Finance Director
Re: April 9, 2019 Village Board Meeting
Item 4.D: A Resolution for General Maintenance Under the Illinois Highway Code
Item 4.E: A Resolution for Maintenance Under the Illinois Highway Code

Attached are two MFT Resolutions to appropriate MFT funds for the upcoming fiscal year.

Item 4.D is the annual MFT Resolution for Maintenance of Streets and Highways in the amount of \$117,000.00. Of this total \$72,000.00 is anticipated to offset our road salt costs and the remaining \$45,000.00 would help offset our street lighting costs.

This resolution is done at the beginning of the fiscal year to help defray the actual costs incurred by the Village during the May 2019 – April 2020 budget year.

Item 4.E is the Resolution to appropriate MFT funds for the FY2020 Road Program that includes Timber Trails Blvd., Alpine Ct., and various pavement patching in the amount of \$350,000.

The unobligated balance in our MFT account as of March 31, 2019 was \$1,023,829.00.



Resolution for Maintenance Under the Illinois Highway Code



Resolution Number: 06-2019, Resolution Type: Original, Section Number: 19-00000-01-GM

BE IT RESOLVED, by the President and Board of Trustees of the Village of Gilberts of Illinois that there is hereby appropriated the sum of One hundred seventeen thousand Dollars (\$117,000.00)

of Motor Fuel Tax funds for the purpose of maintaining streets and highways under the applicable provisions of Illinois Highway Code from 05/01/19 to 04/30/20

BE IT FURTHER RESOLVED, that only those operations as listed and described on the approved Estimate of Maintenance Costs, including supplemental or revised estimates approved in connection with this resolution, are eligible for maintenance with Motor Fuel Tax funds during the period as specified above.

BE IT FURTHER RESOLVED, that Village of Gilberts shall submit within three months after the end of the maintenance period as stated above, to the Department of Transportation, on forms available from the Department, a certified statement showing expenditures and the balances remaining in the funds authorized for expenditure by the Department under this appropriation, and

BE IT FURTHER RESOLVED, that the Clerk is hereby directed to transmit four (4) certified originals of this resolution to the district office of the Department of Transportation.

I Courtney Nicholas, Clerk in and for said Village of Gilberts in the State of Illinois, and keeper of the records and files thereof, as

provided by statute, do hereby certify the foregoing to be a true, perfect and complete copy of a resolution adopted by the President and Board of Trustees of Gilberts at a meeting held on 04/09/19

IN TESTIMONY WHEREOF, I have hereunto set my hand and seal this 9th day of April, 2019

(SEAL)

Clerk Signature box

APPROVED

Regional Engineer Department of Transportation and Date boxes

Instructions for BLR 14220

This form shall be used when a Local Public Agency (LPA) wants to perform maintenance operations using Motor Fuel Tax (MFT) funds. Refer to Chapter 14 of the Bureau of Local Roads and Streets Manual (BLRS Manual) for more detailed information. This form is to be used by a Municipality or a County. Road Districts will use BLR 14221. For signature requirements refer to Chapter 2, Section 3.05(b) of the BLRS Manual.

When filling out this form electronically, once a field is initially completed, fields requiring the same information will be auto-populated.

Resolution Number	Insert the resolution number as assigned by the LPA, if applicable.
Resolution Type	From the drop down box, choose the type of resolution: -Original would be used when passing a resolution for the first time for this project. -Supplemental would be used when passing a resolution increasing appropriation above previously passed resolutions. -Amended would be used when a previously passed resolution is being amended.
Section Number	Insert the section number of the improvement covered by the resolution.
Governing Body Type	From the drop down box choose the type of administrative body. Choose Board for County; Council or President and Board of Trustees for a City, Village or Town.
LPA Type	From the drop down box choose the LPA body type; County, City, Town or Village.
Name of LPA	Insert the name of the LPA.
Resolution Amount	Insert the dollar value of the resolution for maintenance to be paid for with MFT funds in words, followed by the same amount in numerical format in the ().
Beginning Date	Insert the beginning date of the maintenance period. Maintenance periods must be a 12 or 24 month consecutive period.
Ending Date	Insert the ending date of the maintenance period.
LPA Type	From the drop down box choose the LPA body type; County, City, Town or Village.
Name of LPA	Insert the name of the LPA.
Name of Clerk	Insert the name of the LPA Clerk.
LPA Type	From the drop down box choose the LPA body type; County, City, Town or Village.
LPA Type	From the drop down box choose the LPA body type; County, City, Town or Village.
Name of LPA	Insert the name of the LPA.
Governing Body Type	From the drop down box choose the type of administrative body. Choose Board for County; Council or President and Board of Trustees for a City, Village or Town.
Name of LPA	Insert the name of the LPA.
Date	Insert the date of the meeting.
Day	Insert the day the Clerk signed the document.
Month, Year	Insert the month and year of the clerk's signature.
Clerk Signature	Clerk shall sign here.
Approved	The Department of Transportation representative shall sign and date here upon approval.

Three (3) certified signed originals must be submitted to the Regional Engineer's District office. Following IDOT's approval, distribution will be as follows:

Local Public Agency Clerk
Engineer (Municipal, Consultant or County)
District



Resolution for Maintenance Under the Illinois Highway Code



Table with 3 columns: Resolution Number (07-2019), Resolution Type (Original), Section Number (19-00000-00-GM)

BE IT RESOLVED, by the President and Board of Trustees of the Village of Gilberts of Illinois that there is hereby appropriated the sum of Three Hundred Fifty Thousand and Zero Dollars (\$350,000.00)

of Motor Fuel Tax funds for the purpose of maintaining streets and highways under the applicable provisions of Illinois Highway Code from 01/01/19 to 12/31/19

BE IT FURTHER RESOLVED, that only those operations as listed and described on the approved Estimate of Maintenance Costs, including supplemental or revised estimates approved in connection with this resolution, are eligible for maintenance with Motor Fuel Tax funds during the period as specified above.

BE IT FURTHER RESOLVED, that Village of Gilberts shall submit within three months after the end of the maintenance period as stated above, to the Department of Transportation, on forms available from the Department, a certified statement showing expenditures and the balances remaining in the funds authorized for expenditure by the Department under this appropriation, and

BE IT FURTHER RESOLVED, that the Clerk is hereby directed to transmit four (4) certified originals of this resolution to the district office of the Department of Transportation.

I Courtney Nicholas Village Clerk in and for said Village of Gilberts in the State of Illinois, and keeper of the records and files thereof, as provided by statute, do hereby certify the foregoing to be a true, perfect and complete copy of a resolution adopted by the

President and Board of Trustees of Gilberts at a meeting held on 04/09/19

IN TESTIMONY WHEREOF, I have hereunto set my hand and seal this 09 day of April, 2019

(SEAL)

Clerk Signature [Signature Line]

APPROVED

Regional Engineer Department of Transportation Date [Signature Line] [Date Line]



Maintenance Engineering to be Performed by a Consulting Engineer



Local Public Agency

Village of Gilberts

County

Kane

Section Number

19-00000-00-GM

The services to be performed by the consulting engineer, pertaining to the various items of work included in the estimated cost of the maintenance operations (BLR 14221 or BLR 14231), shall consist of the following:

PRELIMINARY ENGINEERING shall include:

Investigation of the condition of the streets or highways for determination (in consultation with the local highway authority) of the maintenance operations to be included in the maintenance program; preparation of the maintenance resolution (BLR 14220 for municipalities and counties), maintenance estimate of cost and, if applicable, proposal; attendance at meetings of the governing body as may reasonably be required; attendance at public letting; preparation of the contract, quotations, and/or acceptance (BLR 12330) form. Also, preparation of the maintenance expenditure statement which must be submitted to IDOT within 3 months of the end of the maintenance period.

ENGINEERING INSPECTION shall include:

Furnishing the engineering field inspection, including preparation of payment estimate for contract, material proposal and/or deliver and install proposal and/or checking material invoices of those maintenance operations requiring engineering field inspection. For operations requiring material testing ensure the testing is completed by a qualified firm.

For furnishing preliminary engineering, the engineer will be paid a base fee PLUS a negotiated fee percentage. Only one base fee can be charged per maintenance period. For furnishing engineering inspection, the engineer will be paid a negotiated fee percentage. The negotiated preliminary engineering fee percentage for each maintenance group shown in the "Schedule of Fees" shall be applied to the total estimated costs of that group. The negotiated fee for engineering inspection for each maintenance group shall be applied to the total final cost of that group for the times which required engineering inspections. In no case shall this be construed to include supervision of the contractor operations.

SCHEDULE OF FEES

Total of all Maintenance Operations:

<= \$20,000 Base Fee > \$20,000 Base Fee = \$1,250.00

Maintenance Engineering Category	Preliminary Engineering		Engineering Inspection		Operation(s) to be Inspected
	Maximum Fee %	Negotiated Fee %	Maximum Fee %	Negotiated Fee %	
I	NA	NA	NA	NA	NA
IIA	2%		1%		
IIB	3%		3%		
III	4%		4%		
IV	5%	5%	6%	6%	1. Resurfacing (Group IV)

The LPA certifies that the selection of the ENGINEER was performed in accordance with the Local Government Professional Service Selection Act 50 (ILCS 510/1-510/8) and procedures outlined in Chapter 5 of the DEPARTMENT's Bureau of Local Roads and Streets Manual.

BY:

Local Public Agency Signature

Date

Title

Village President

BY:

Consulting Engineer Signature

Date

Albert K Stefan

April 5, 2019

Title

Associate, Robinson Engineering

P.E. Seal

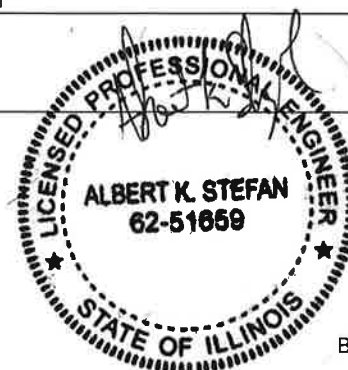
Date

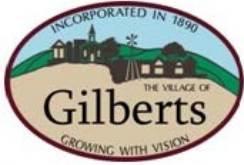
April 5, 2019

Approved:

Regional Engineer, IDOT

Date





Village of Gilberts

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

To: President Zirk and the Board of Trustees
From: Brian Bourdeau, Village Administrator
Taunya Fischer, Finance Director
Date: April 9, 2019 Village Board Meeting
Re: Item 6.A: FY2020 Draft Budget Presentation

There have been no changes to the draft FY2020 Budget since the March 19 Village Board meeting. However, FY2020 Budget items open for discussion:

- Subsequent to the last Board meeting, the Village was notified that the Grizzlies (Whip-Purs) will not be utilizing the park field in the coming year. The FY2020 Budget contemplated \$37,000 for park field improvements to be funded from Park Impact Fees. Staff would seek direction on if the Board would like to retain this project in the FY2020 Budget, or potentially reallocate to another project eligible to be funded with Park Impact Fees.
- Based on direction at the March 19 meeting, staff is currently in the process of gathering data to make a recommendation to the Village Board on the FY2020 personnel budget. We anticipate bringing forward a recommendation at the April 2019 Committee of the Whole.