



**MINUTES FOR VILLAGE OF GILBERTS  
COMMITTEE OF THE WHOLE MEETING  
Village Hall: 87 Galligan Road, Gilberts, IL 60136  
Meeting Minutes  
Tuesday, January 15, 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, Finance Director Taunya Fischer, and Event Planner Bryan Cory.

**3. PUBLIC COMMENT**

There were no public comments.

**4. ITEMS FOR DISCUSSION**

A. Presentation and Discussion of the Proposed 2019 Community Days Entertainment Contract – Event Planner Cory advised the Board that Staff has explored the option of working with a talent agency to book the bands for Community Days this year. Event Planner Cory stated that it would not cost the Village any extra money to utilize the talent agency. Event Planner Cory highlighted several benefits of utilizing the talent agency such as: The Event Planner can communicate and negotiate with one person (agent) instead of multiple bands, the Finance Director will only have one vendor to pay instead of multiple bands, the Village will have one contract to review versus multiple band contracts, and the agent handles all payments to bands. President Zirk asked Event Planner Cory about the insurance coverage and indemnification involved in with the proposed entertainment contract. Event Planner Cory stated that the Village will be provided a certificate of insurance by the company. Trustee Farrell asked Event Planner Cory who will be responsible for managing the electrical boxes and panels. Event Planner Cory stated that he will be carrying a key for the panels and will have the lighting and sound companies work with Public Works Coordinator Swedberg to make sure there is no damage done to the Village's electrical equipment. President Zirk stated that the 2019 Community Days Entertainment Contract may be placed on the next Board meeting consent agenda for approval.

B. Presentation and Discussion of Village Code and Unified Development Ordinance (UDO) Codification Proposal – Village Clerk Nicholas provided an overview of the proposals that the

Clerk's office has obtained regarding the republication and conversion of the Village Code and UDO. Clerk Nicholas suggested two options that would make searching the Village Code more efficient. The first option would be to convert and republish the code using either American Legal Publishing or Municode to take advantage of the enhanced search features that these two codification companies offer. The second option would be to, not only convert and republish the Village code but also, codify the UDO into the Village Code so that both documents could be searched in simultaneously. Clerk Nicholas also pointed out that Municode offers the capability of keeping the Village Code and UDO as separate documents but with the ability to search them simultaneously for no additional charge. President Zirk stated that he does like having both the Village Code and UDO as two separate documents and that it would be helpful to be able to search both documents at the same time. President Zirk advised Clerk Nicholas to gather the final documentation for the chosen proposal and it may be placed on the consent agenda for a Board meeting in the near future.

- C. Presentation and Discussion of Proposed Village Bank Account Consolidation – Finance Director Fischer presented to the Board a new process of consolidating the Village bank accounts. Finance Director Fischer stated that there are currently ten Village bank accounts with Union National Bank. In an effort to streamline daily processing of deposits and monthly reconciliations, Staff would like to combine six of those accounts into one comingled cash account. Overall, consolidation will save time for the deposit processor, accounts payable clerk, payroll clerk and finance director. The Board had no concerns or objections to this proposal.

## **5. OTHER BUSINESS**

There were no items to discuss at this time.

## **6. STAFF REPORTS**

### Administrator Bourdeau

- Administrator Bourdeau attended the county development committee meeting this morning regarding an Intrasoccer PUD amendment request. The item was tabled, however, Administrator Bourdeau presented the concerns that the Village has with the storm water as well as the concerns expressed by Gilberts residents with respect to excess noise.
- There may be another proposal in the works from a builder for possible duplex elevations for the Gilberts Town Center.
- The Conservancy well drillers are at 940 feet. Developer Mertz has been coordinating with the well drillers the JULIE locates. There has been progress regarding the permits for the 90 crossing as well as the routing for the water pipe coming to the water treatment plant.

Trustee Farrell stated that, in response to Administrator Bourdeau's last weekly report that was sent out to the Board, she agrees with moving the fishing derby to August 24<sup>th</sup>.

## **TRUSTEE REPORTS**

The trustees had nothing to report at this time.

## **7. PRESIDENT'S REPORTS**

President Zirk stated that he appreciated Administrator Bourdeau for staying on top of Conservancy and County related items as well as developing a good relationship with their staff.

**8. EXECUTIVE SESSION\***

An executive session did not take place.

**9. ADJOURNMENT**

There being no further public business to discuss, **a Motion was made by Trustee Zambetti and seconded by Trustee Farrell to adjourn from the public meeting at 7:40 p.m.** Voice vote carried unanimously.

Respectfully submitted,

*Courtney Nicholas*

Courtney Nicholas  
Village Clerk