

Village of Gilberts

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

Assistant Village Administrator Memorandum

TO: President Rick Zirk
Board of Trustees

FROM: William Beith, Assistant Village Administrator

DATE: July 30, 2015

RE: Village Board Meeting – August 4, 2015

The following summary discusses the agenda items for the Village Board meeting scheduled for August 4, 2015:

1. CALL TO ORDER

2. ROLL CALL / ESTABLISH QUORUM

3. PUBLIC COMMENT

4. CONSENT AGENDA

A. A Motion to approve Minutes from the July 21, 2015 Village Board Meeting

Staff recommend approval of the minutes from the July 21, 2015 Board meeting. Please contact Village Clerk Debra Meadows prior to the meeting with any corrections or questions.

B. A Motion to approve Bills & Salaries dated August 4, 2015

Please refer to the enclosed spreadsheet, which lists the bills to be approved. If you need additional information about any of these bills, please contact me or Finance Director Marlene Blocker prior to the meeting. Staff recommend approval.

C. A Motion to approve Proclamation 03-2015, a Proclamation proclaiming the first full week of September as National Payroll Week.

The Village of Gilberts has received a request from the American Payroll Association seeking support for Payroll Week in Gilberts. National Payroll Week runs September 7 through September 11, 2015 celebrates the hard work by America's 156 million wage earners and the payroll professionals who pay them. Together, through the payroll withholding system, they contribute, collect, report and deposit approximately \$2.08 trillion, or 68%, of the annual revenue of the U.S. Treasury. Staff recommend approval.

5. ITEMS FOR APPROVAL

There are no items for approval.

6. ITEMS FOR DISCUSSION

Please contact me or Village President Rick Zirk to add any items for discussion at the meeting.

7. STAFF REPORTS

Staff will provide any updates at the meeting.

8. BOARD OF TRUSTEES REPORTS

9. PRESIDENT'S REPORT

10. EXECUTIVE SESSION

Staff request an executive session to discuss ongoing litigation. Please let me know if you have any questions about other executive session topics.

11. ADJOURNMENT

Village Board of Trustees
Meeting Agenda
Village of Gilberts
87 GALLIGAN ROAD,
GILBERTS, ILLINOIS 60136
August 4, 2015
7:00 P.M.
A G E N D A

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 July 21, 2015 Village Board Meeting
 - B. A Motion to approve Bills & Salaries dated August 4, 2015
 - C. A Motion to approve Proclamation 03-2015, a Proclamation proclaiming the first full week of September as National Payroll Week
- 5. ITEMS FOR APPROVAL**
- 6. ITEMS FOR DISCUSSION**
- 7. STAFF REPORTS**
- 8. BOARD OF TRUSTEES REPORTS**
- 9. PRESIDENT'S REPORT**
- 10. EXECUTIVE SESSION**

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 102/2 (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.
- 11. ADJOURNMENT**

Audience Participation

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). Interrogation of the Village Staff, Village President, Village Board or any other negative comments will not be allowed at this time. Personal invectives against Village Staff or Elected Officials are not permitted.

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
87 Galligan Road
Gilberts, Illinois 60136
Village Board
Meeting Minutes
July 21, 2015

NOT APPROVED MINUTES

Call to Order/Pledge of Allegiance

Trustee Zambetti called the meeting to order at 7:00p.m. He proceeded to lead those present in the Pledge of Allegiance.

Roll Call/Establish Quorum

Deputy Village Clerk Beith called the roll. Roll call: Members present: Trustees Kojzarek, Corbett, Zambetti, Farrell and Hacker. Absent- Trustee LeClercq and President Zirk. Others present included Administrator Keller and members of the public. The Board Members acknowledged President Zirk's absence. A motion was made by Trustee Hacker and seconded by Trustee Farrell to appoint Trustee Zambetti to serve as President Pro Tem. Roll call: Vote: 5-ayes Trustees Kojzarek, Corbett, Zambetti, Farrell and Hacker. 0-nays. 0-abstained. Motion carried.

Public Comment

President Pro Tem Zambetti inquired if anyone in attendance wished to address the Board Members at this time. No one responded.

Consent Agenda

- A. A Motion to approve Minutes from the July 7, 2015 Village Board Meeting
- B. A Motion to approve Minutes from the July 14, 2015 Committee of the Whole Meeting
- C. A Motion to approve the June 2015 Treasurer's Report
- D. A Motion to approve Bills & Salaries dated July 21, 2015 as follows: General Fund \$132,475.66, TIF \$550.00, Permit Pass Thrus \$4,750.00, Performance Bonds and Escrows \$6,299.50, Water Fund \$16,295.61 and Payroll \$62,717.17
- E. A Motion to approve Ordinance 19-2015, an Ordinance approving a final plan for Building IV of the Prairie Business Park

President Pro Tem Zambetti inquired if there were any items the Board Members would like to remove from the consent agenda. The Board Members provided no comments on the removal of any consent agenda items. A motion was made by Trustee Corbett and seconded by Trustee Hacker to approve the consent agenda items A-E as presented. Roll call: Vote: 5-ayes Trustees Kojzarek, Corbett, Zambetti, Farrell and Hacker. 0-nays. 0-abstained. Motion carried.

Items for Approval

A Motion to approve Resolution 30-2015, A Resolution adopting an interim policy allowing park signage for the recreational programming agreement participants.

Village Board
Meeting Minutes
July 21, 2015
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Administrator Keller stated changes were made to reflect Board concerns that the signs not appear on the backstop and the Village maintains the right to relocate signs due to obstructed views. **A motion was made by Trustee Corbett and seconded by Trustee Hacker to approve Resolution 30-2015 as presented.** Roll call: Vote: 5-ayes Trustees Kojzarek, Corbett, Zambetti, Farrell and Hacker. 0-nays. 0-abstained. Motion carried.

Staff Reports

Deputy Clerk Beith reported that Mr. Jim Hill of the Gilberts Mobile Mart will hold a dedication ceremony in memory of Jordan Ross on Sunday July 26, 2015 at noon. Mr. and Mrs. Ross will be present for the ceremony. Mr. Hill invited the Village Board to attend.

Board Reports

Trustee Hacker asked about any trouble spots in the Village related to storm water or weeds. Administrator Keller explained that a list of chronic issues is being developed so an ongoing effort to manage these spots can be put in place.

Adjournment

There being no further business to discuss, **A motion was made by Trustee Corbett and seconded by Trustee Hacker to adjourn from the public meeting at 7:08p.m.** Roll call: Vote: 5-ayes by unanimous voice vote. 0-nays. 0-abstained. Motion carried.

Respectfully submitted

William Beith

Village of Gilberts
87 Galligan Road
Gilberts, Illinois 60136
Village Board Meeting
July 21, 2015
7:00 p.m.
Sign-in-Sheet

Name

Contact Information (Optional)

Tom WATDA

Cynthia Summers

VENDOR	GRAND TOTAL	GENERAL FUND	DEVELOPER DONATIONS	PERMIT PASS THRUS	PERFORMANCE BONDS AND ESCROWS	WATER FUND	PAYROLL
	176,872.27	49,343.26	-	-	3,803.45	39,684.92	84,040.64
PAYROLL 7/12 -7/25	84,040.64						84,040.64
Gallagher Insurance	21,812.64	4,421.99				17,390.65	
ALLIED ASPHALT PAVING COMPANY	779.50	779.50					
AT&T U-VERSE	75.00	75.00					
B&K POWER EQUIPMENT INC	172.89	172.89					
BAXTER & WOODMAN, INC.	9,008.10	6,033.15			2,974.95		
THE BLUE LINE	397.00	397.00					
COMMONWEALTH EDISON	466.74	466.74					
CURRENT TECHNOLOGIES, INC.	60.00	60.00					
JOHN DEERE LANDSCAPES	88.31	88.31					
DYNEGY ENERGY SERVICES	6,937.91					6,937.91	
ECONO SIGNS LLC	243.46	243.46					
WRIGHT EXPRESS FSC	4,039.64	3,750.17				289.47	
FEDEX	139.22					139.22	
GILBERTS POLICE PENSION FUND	1,951.91	1,951.91					
IL DEPT OF EMPLOYMENT SECURITY	124.81	124.81					
LABOR READY MIDWEST INC	1,705.95	1,705.95					
LAUTERBACH & AMEN, LLP	16,060.00	16,060.00					
MCHENRY ANALYTICAL WATER	402.00					402.00	
MENARDS - CARPENTERSVILLE	387.89	321.53				66.36	
MORTON SALT, INC	2,886.19					2,886.19	
MUNICIPAL CLERKS OF ILLINOIS	55.00	55.00					
NEXUS OFFICE SYSTEMS, INC.	119.36	119.36					
FERGUSON WATERWORKS #2516	6,369.68					6,369.68	
PHOENIX & ASSOCIATES, INC.	300.00	300.00					
RIEKE SEPTIC SERVICE	95.00	95.00					
RICHARD SPINKER	595.00	595.00					
SMITH ECOLOGICAL SYSTEMS	680.91					680.91	
SUBURBAN LABORATORIES	242.00					242.00	
MELISSA HAUER	72.00	72.00					
LOUIS IAFOLLA	825.00	825.00					
CHRISTOPHER C. ZITO	828.50				828.50		



PROCLAMATION Payroll Week

Whereas, the American Payroll Association and its more than 21,000 members have launched a nationwide public awareness campaign that pays tribute to more than 156 million people who work in the United States and the payroll professionals who support the American system by paying wages, reporting worker earnings and withholding federal employment taxes; and

Whereas, payroll professionals in Village of Gilberts play a key role in maintaining the economic health of the Village of Gilberts, carrying out such diverse tasks as paying into the unemployment insurance system, providing information for child support enforcement, and carrying out tax withholding, reporting and depositing; and

Whereas, payroll departments collectively spend more than \$15 billion annually complying with myriad federal and state wage and tax laws; and

Whereas, payroll professionals play an increasingly important role ensuring the economic security of American families by helping to identify noncustodial parents and making sure they comply with their child support mandates; and

Whereas, payroll professionals have become increasingly proactive in educating both the business community and the public at large about the payroll tax withholding systems; and

Whereas, payroll professionals meet regularly with federal and state tax officials to discuss both improving compliance with government procedures and how compliance can be achieved at less cost to both government and businesses; and

Whereas, the week in which Labor Day falls has been proclaimed National Payroll Week, I hereby give additional support to the efforts of the people who work in the Village of Gilberts and the payroll profession by proclaiming the first full week of September Payroll Week for this the Village of Gilberts, Kane County, Illinois.

Village President, Rick Zirk

Attest: _____
Village Clerk, Debra Meadows

June 19, 2015

The Village of Gilberts
87 Galligan Road
Gilberts IL, 60136

Dear Village President Rick Zirk

I am writing on behalf of the American Payroll Association to seek your support for a Payroll Week in your community. We believe the designation of the week in which Labor Day occurs as Payroll Week would go far to recognize the important contributions of the people of this city who work to support the American Dream and highlight the partnership between taxpayers and payroll professionals. As former President Bill Clinton said: "By honoring hardworking Americans across our nation and underscoring the vital importance of payroll taxes to our country's strength and security, National Payroll Week helps to foster growth and prosperity for our entire nation." The American Payroll Association has designated the week in which Labor Day falls as National Payroll Week.

The American Payroll Association represents 12.88 million residents in our state and 1.1 million businesses. Needless to say these taxpayers and businesses contribute millions of dollars to the state and federal treasuries through payroll taxes each year. These taxes include both federal and state withholding, which go toward important civic projects, including roads, schools and parks. Taxpayers and payroll professionals are also partners in supporting the social security and Medicare systems. In addition, companies are now playing an increasingly important role in the enforcement of child support laws by calculating and deducting child support payments from workers' pay.

The theme of National Payroll Week is "America works because we're working for America." The collection, reporting and payment of payroll taxes by employers is a positive example of what works in America. Your support of Payroll Week would be an important step in recognizing and celebrating the contributions of workers in the United States and the payroll professionals, who report these workers' earnings, collect their taxes and pay their wages. We believe the proclamation of Payroll Week in [fill in City, State] will enhance the public's understanding of their role in helping support the system and the contributions of payroll professionals.

Enclosed is a proclamation proposal which we believe captures the spirit of Payroll Week. I would, however, be happy to work with you or your staff to refine the language of the proclamation. I would also be interested in discussing additional projects for Payroll Week with your staff and participating in any project that can help improve the public's understanding of issues related to our payroll and tax systems.

I look forward to hearing from you and your staff in the near future. Please feel free to contact either me at 847-276-8129.

Sincerely,

Lisa A. Moran
Corporate Payroll and Tax Specialist

Enclosures