

**Village of Gilberts
87 Galligan Road
Gilberts, IL 60136
Village Board
Meeting Minutes
March 15, 2016**

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.

Roll Call/Establish Quorum

Village Clerk Meadows called the roll. Roll call: Members present: Trustees Kojzarek, Corbett, LeClercq, Farrell, Hacker and President Zirk. Others present: Interim Village Administrator Beith, Attorney Tappendorf, Finance Director Blocker and Village Clerk Meadows. For members of the audience please see the attached copy of the sign-in sheet. Trustee Zambetti arrived at 7:02 p.m.

Public Comment

President Zirk inquired if anyone in the audience wished to address the Board Members. Those in attendance offered no comments.

Consent Agenda

- A. A Motion to approve Minutes from the March 1, 2016 Village Board Meeting**
- B. A Motion to approve Minutes from the March 8, 2016 Special Village Board Meeting**
- C. A Motion to approve February 2016 Treasurer's Report**
- D. A Motion to approve Bills & Salaries dated March 15, 2016 as follows: General Fund \$95,181.65, Performance Bonds and Escrows \$11,182.33, Water Fund \$50,088.23 and Payroll \$59,426.19**
- E. A Motion to approve Resolution 08-2016, a Resolution authorizing the approval of the CY 216 Recreational Programming Agreement with the Gilberts Grizzlies**

President Zirk asked if there were any items on the consent agenda the Board Members would like removed for separate consideration. The Board Members offered no comments. **A Motion was made by Trustee LeClercq and second by Trustee Farrell to approve the consent agenda items A-E as presented.** Roll call: Vote: 6-ayes: Trustees Kojzarek, Corbett, LeClercq, Zambetti, Farrell and Hacker. 0-nays, 0-abstained. Motion carried.

Items for Approval

There were no items listed under "Items for Approval".

Items for Discussion

Budget Update

Finance Director Blocker provided the Board Members with an overview of the proposed FY-2017 budget. She noted that Staff is requesting to purchase new financial software due to the fact that MSI software will no longer be supported. The cost of the software is estimated to be \$90,000.00. Finance Director Blocker proposed a shared cost between the General Fund and the Enterprise Fund as each department will benefit and utilize the software equally.

Finance Director Blocker discussed various payment options to purchase the software. She reported that the Village has 2 ½ months in general fund reserves which could be used for half of the payment and the remaining balance paid with enterprise funds. Or the Board could consider a second option which recommends financing the purchase over time at an interest rate of 3.25%.

Finance Director Blocker discussed the functionality of the BS&A Software. She reported that she had worked closely with the Village of Elburn and Sugar Grove in reviewing several financial accounting software options. She noted that BS&A offers extensive reporting features. The software is GIS and Microsoft based. The applications are similar to working with Microsoft Word and Excel. In addition, Chief Building Inspector Swedberg can write reports in the field and immediately compile the data directly into the Village's network. The software also prepares blue tags so Staff will no longer have to hand write notices. In addition the software is compatible with Laserfiche which is software the Village currently uses to archive documents. The Village Staff members have had an opportunity to sit-in on a software presentation and all Staff Members were impressed with the software's capabilities.

Trustee Hacker inquired on the data transfer process. Finance Director Blocker reported that BS&A has experience with transferring MSI data, and the process should be seamless. Trustee Farrell inquired about the data transfer timeline. Finance Director Blocker reported that the data transfer is expected to take 6-8 months. She anticipates the data transfer to begin after the audit is conducted with all the data transfer prior to the year end. Trustee Corbett asked what the yearly maintenance fee for the proposed software would be. Finance Director Blocker reported \$6,000 a year which is \$3,000 less per year than the MSI maintenance fee. The Board Members concurred if the software purchase is approved they would be in favor of purchasing the software out right in lieu of financing.

Finance Director Blocker continued to discuss the FY-2017 budget expenditures. She noted that the Commercial Splash Pad Recirculation System conversion will not be completed until the beginning of the 2017 fiscal year. The Board Members will note an \$80,000 transfer from this year's budget to cover the cost of the conversion in the next fiscal year.

Finance Director Blocker reported that if the Board Members were in favor Staff would recommend the purchase of a F550 truck for Public Works. This is keeping with the Board's direction of maintaining a capital equipment replacement program. Chief Building Inspector Swedberg recommends replacing the 1989 Bucket Truck with the new F550. Finance Director Blocker went on to note that Chief Building Inspector Swedberg recommends replacing the 1989 Bucket Truck as it soon will need some major repairs. In addition, he suggested selling the 1989 chassis. In his opinion the chassis is worth \$5,000.00.

President Zirk elaborated on the purpose of the capital equipment replacement program. He noted that when he suggested the Village implement a capital equipment replacement program the purpose was to save funds so the Village did not have to borrow money to purchase new equipment. The Village saves taxpayer dollars by not having to pay interest on loans. Finance Director Blocker agreed with President Zirk.

Finance Director Blocker reported that she is working on the FY-2016 budget adjustments. There was some discussion on the Gilberts Town Center gravel parking lot which has now been covered with dirt and seed. Trustee Zambetti believes the gravel was donated to the Village. Finance Director Blocker will review her files to ensure the gravel was donated and report back.

Finance Director Blocker reported that the FY-2017 is balanced; she will send the draft out by the end of next week.

Master Fiber Agreement

Interim Village Administrator Beith reported that the draft master agreement allows for FOSIVA to access Village right-of-ways along Route 72. FOSIVA will dedicate twenty-four strands of fiber to the Village. He reported that there would be separate agreements for water tower usage and other services.

President Zirk reported that Wide Open West recently obtained a statewide franchise agreement. This allows WOW access to the Village's right-of-ways without needing to negotiate directly with the Village. In addition WOW plans on making fiber services available to all of addresses located within the Village limits.

President Zirk commented on the draft master agreement. He noted that the agreement is written vaguely and doesn't fully protect the Village. In addition, the agreement does not promote a competitive market for other service providers. The Board Members discussed in length their concerns with the draft agreement. President Zirk directed Staff amend the agreement to correctly reflect the Board Members' original direction which clearly addressed non-exclusivity, maintenance responsibilities and limits any liability to the Village. Staff will work with FOSIVA to amend the draft master agreement.

Staff Reports

Interim Administrator Beith reported on the Illinois Tollway Authority's plan to resurface their portion of the right-of-way located at the entrance of Windmill Meadows early next week.

Interim Administrator Beith reported that Staff has applied for a ComEd grant, if awarded the Village could use the funds to make improvements to Waitcus Park.

Attorney Tappendorf commented on the recent Plan Commission public hearing with respect to the Conservancy amendment to their PUD. She reported that the Plan Commission voted in favor of the PUD amendments with additional recommendations. Attorney Tappendorf is in the process of working with the developers' attorney on amending the annexation agreement. She anticipates having the annexation agreement talking points prepared for the April 12th Committee of the Whole meeting with the draft agreement drafted for Board's consideration at the first meeting in May.

Finance Director Blocker reported that there was only one water shut-off last billing cycle.

Clerk Meadows reminded those in attendance that the annual Easter Egg Hunt is schedule for this Saturday, March 19th at the Eagles Club beginning at 10:30 a.m.

Board of Trustees Reports

Trustee Farrell reported that she had recently meet a person that offers CERT training. Ms.Fannigan would be willing to speak at an upcoming Board meeting about the training services that she offers. She shared the contact information with Trustee LeClercq. He will forward it onto the CERT's contact as he is no longer involved in the CERT's organization.

President's Report

President Zirk commented on the last newsletter with respect to the water/sewer rate increase. He reported that several of the Board Members had expressed concern that the article did not emphasize strongly enough the reason for the rate increase was due to IEPA unfunded mandates. In addition, he questioned why Staff omitted the business profile article. He directed Staff moving forward to email all the Board Members a copy of the draft newsletter and include a deadline for comments.

President Zirk reported that he recently attended a Plan Commission meeting. He acknowledged the Plan Commission on their professionalism in conducting the public hearing.

President Zirk reported that he had sent the Board Members a list of upcoming appointments. He requested the Board Members provide him with any comments on his list of commission appointments.

President Zirk acknowledged Finance Director Blocker for her achievement on once again obtaining the highest recognition from the Government Finance Officers Association for excellence in financial reporting and awarded the Certificate in Outstanding Achievement in Popular Annual Financial Reporting. The Board Members thanked Finance Director Blocker for all her efforts.

Executive Session

President Zirk asked if the Board Members or Attorney Tappendorf had any reason to enter into executive session. The Board Members and Attorney Tappendorf offered no comments.

Adjournment

There being no further public business to discuss, a Motion was made by Trustee Zambetti and seconded by Trustee Hacker to adjourn from the public meeting at 8:25 p.m. 0-nays, 0-abstained. Motion carried.

Respectfully submitted,

Debra Meadows