



Village of Gilberts  
87 Galligan Road  
Gilberts, IL 60136  
Village Board  
Meeting Minutes  
May 2, 2017

### **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, Zambetti, Farrell, Hacker and President Zirk. Others present: Administrator Sakas, Assistant Administrator Beith, Chief Building Inspector Swedberg, Finance Director Blocker, Chief Rossi and Ms. Erickson. For members of the audience please see the attached copy of the sign-in sheet.

### **Recognition**

#### **Recognition of David LeClercq's dedicated public service as a Trustee to the Village of Gilberts**

On behalf of the Village and the Village Board Members President Zirk thanked Trustee LeClercq for his dedicated public service and presented him with a plaque acknowledging his years of service to the Village.

#### **Recognition of Marlene Blocker's thirty years of dedicated public service as the Finance Director for the Village of Gilberts**

On behalf of the Village and the Village Board Members President Zirk thanked Finance Director Blocker for thirty years of dedicated public service. He noted Finance Director Blocker's institutional knowledge acquired over the last thirty years of public service will be greatly missed by all she has so unselfishly served. He proceeded to present Finance Director Blocker with a token of the Village's appreciation.

### **Public Comment**

President Zirk asked if anyone in the audience had any questions or comments they wished to share with the Board Members. Those in attendance offered no questions or comments.

#### Consent Agenda

- A. A Motion to approve Minutes from the April 18, 2017 Village Board Meeting
- B. A Motion to ratify Bills and Payroll dated April 28, 2017 as follows: General Fund \$14,109.25, Water System \$17,275.24 and Performance Bonds \$1,328.00.
- C. A Motion to approve Bills and Payroll dated May 2, 2017 as follows: Water System \$7,379.20, General Fund \$32,524.71, Performance Bonds \$33,120.00 and Payroll \$ 59,633.17
- D. A Motion to approve Resolution 17-2017, a Resolution authorizing the purchase agreement between the Village of Gilberts and Biggers Chevrolet for one Chevrolet Silverado 1500 4WD Extended Cab Water Department Truck
- E. A Motion to approve Resolution 18-2017, a Resolution authorizing the purchase agreement between the Village of Gilberts and Currie Motors for one 2017 Ford Utility Police Interceptor

President Zirk asked the Board Members if there were any items they wished to be removed from the consent agenda for separate consideration. The Board Members offered no comments. **A Motion was made by Trustee LeClercq and seconded by Trustee Corbett 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

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

#### Staff Reports

The Staff Members reported that they will reserve their reports until the second portion of the meeting.

#### Trustees' Reports

The Board Members offered no comments.

#### President's Report

President Zirk noted that he too will reserve his comments until the second portion of the meeting.

#### Adjournment Sine Die

There being no further public business to discuss in the first portion of the meeting. **A Motion was made by Trustee Zambetti and seconded by Trustee LeClercq to adjourn from the public meeting at 7:07 p.m.** Roll call: Vote: 6-ayes by unanimous voice vote. 0-nays, 0-abstained. Motion carried.

### **Swearing in of the Newly Elected Village President and Trustees**

Village Clerk Meadows administered the Oath of Office to President Zirk and then proceeded to administer the Oath of Office to newly elected Trustees Allen, Farrell and Zambetti.

### **Call to Order**

President Zirk called the meeting to order at 7:10 p.m.

### **Roll Call/Establish Quorum**

Village Clerk Meadows called the roll. Roll call: Members present: Trustees Kojzarek, Corbett, Allen, Zambetti, Farrell, Hacker and President Zirk. Others present: Administrator Sakas, Assistant Administrator Beith, Chief Building Inspector Swedberg, Finance Director Blocker, Chief Rossi, and Ms. Erickson. For members of the audience please see the attached copy of the sign-in sheet.

### **Reappointments**

**A Motion to concur with Village President Zirk's recommendation to reappoint the following Village Commissioners**

- 1. Reappointment of Randy Mills as Chairman to the Plan Commission and Zoning Board of Appeals**
- 2. Reappointment of Susan Davidowski as the Vice Chairman to the Plan Commission and Zoning Board of Appeals**
- 3. Reappointment of William Lindoerfer to the Police Commission**

President Zirk reported that had personally contacted all the Commissioners under consideration and they all were interested in continuing to serve on their respective commissions. **A Motion was made by Trustee Farrell and seconded by Trustee Zambetti to concur with President Zirk's recommendation to reappoint the Village Commissioners Mills, Davidowski and Lindoerfer.** Roll Call: Vote: 6-ayes: Trustees Kojzarek, Corbett, Allen, Zambetti, Farrell and Hacker. 0-nays, 0-abstained. Motion carried.

### **Consent Agenda**

**A Motion to approve Resolution 19-2017, a Resolution appointing an Authorized Agent to Administer the IMRF Funds on behalf of the Village of Gilberts**

President Zirk noted that Clerk Meadows had emailed an amended resolution which excluded the title of Finance Director. He commented on the fact that Laura Erickson had not yet been appointed to the position of Finance Director. In addition, President Zirk went on to report that he had discussed this matter with Attorney Tappendorf and she agreed the title should be omitted.

There being no further discussion on the motion, **a Motion was made by Trustee Zambetti and seconded by Trustee Kojzarek to approve Resolution 19-2017, a Resolution appointing an Authorized Agent to Administer the IMRF Funds on behalf of the Village of Gilberts.** Roll call: Vote: 6-ayes: Trustees Corbett, Allen, Zambetti, Farrell, Hacker and Kojzarek. 0-nays, 0-abstained. Motion carried.

**A Motion to approve Resolution 20-2017, a Resolution authorizing an Intergovernmental Agreement between the Village of Gilberts and Kane County for 911 Emergency Communications Dispatch Services**

Administrator Sakas reported that this agreement is the renewal for 911 dispatch services with Kane County. **A Motion was made by Trustee Farrell and seconded by Trustee Allen to approve Resolution 20-2017, a Resolution authorizing an Intergovernmental Agreement between the Village of Gilberts and Kane County for 911 Emergency Communications Dispatch Services.** Roll call: Vote: 6-ayes: Trustees Allen, Zambetti, Farrell, Hacker, Kojzarek and Corbett. 0-nays, 0-abstained. Motion carried.

**Items for Approval**

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

**Items for Discussion**

**Village Administrator's Contract**

President Zirk informed the Board Members that he prefers if possible to discuss public business in open session. He noted that if this discussion focuses on the terms of the contract and not the evaluation of the employee's performance than this matter may be discussed during open session.

Administrator Sakas discussed the minor amendments to his employment contract. He reported that Section 4 of the contract had been modified to remove language pertaining to the initial performance evaluation as that only applied to his first six months on the job. His performance evaluation will be performed annually.

Administrator Sakas discussed Section 6 "Termination". This section has been updated to be consistent with the Village Code.

Administrator Sakas discussed Section 6.B.2. He reported that this section had been modified to remove language relating to the "initial term" of the agreement as this language is no longer relevant. In addition, the agreement now references a six months' severance payment which is a fairly standard provision in contracts with village administrators and city managers. The Administrator's contract will be placed on an upcoming agenda.

**Finance Director Appointment**

Administrator Sakas discussed the current titles held by Finance Director Blocker. He noted that as provided by the Village Code Finance Director Blocker is the Village Budget Officer, Treasurer and Finance Director. He noted moving forward Staff recommends appointing Laura Erickson as the Finance Director and Budget Officer.

In addition, Staff recommends appointing now Finance Director Blocker to serve as the part-time Treasurer. President Zirk noted that the Treasurer term is a four year term and runs with the Village President's term. However, he suggested appointing Finance Director Blocker to the four year term and in a year when she resigns and vacates the position then the Board could appoint Laura Erickson to serve as the Village Treasurer. The Board Members concurred with President Zirk's recommendation. Staff appointments will be placed on the next Village Board agenda.

**Staff Reports**

Administrator Sakas noted that the Community Days Committee is working on the car show details.

Administrator Sakas reported that Public Works has hired two seasonal employees, and they are in need of one more.

Administrator Sakas reported that he currently has only one item to discuss at the upcoming Committee of the Whole Meeting. He noted that item could be carried over to the May 16<sup>th</sup> Village Board Meeting if the Board was in favor of cancelling the Committee of the Whole Meeting. The Board Members expressed no objections with cancelling the Committee of the Whole Meeting.

Chief Building Inspector Swedberg reported that Kane County received over 3 1/2" of rain over the last few days. However, he was pleased to report the Village's storm system is functioning properly. He noted that when it is safe to do so Public Works will be removing the down trees from the Hennessy Bridge.

Finance Director Blocker reported that the water bills will be going out the early part of next week.

Ms. Erickson reported that the water bill will contain a link to access the 2016 Water Quality Report.

**Board of Trustee Reports**

The Board Members offered no reports at this time.

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**President's Report**

President Zirk offered no reports at this time.

**Executive Session**

President Zirk asked if the Board Members or Staff had any matters they wished to discuss in executive session. Neither the Board Members nor Staff offered any comments.

**Adjournment**

There being no further public business to discuss, A Motion was made by Trustee Corbett and seconded by Trustee Zambetti to adjourn from the public meeting at 7:21 p.m. Roll call: Vote: 6-ayes by unanimous voice vote. 0-nays, 0-abstained. Motion carried.

Respectfully submitted,

Debra Meadows