

Village of Gilberts

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

Village Administrator Memorandum 79-15

TO: President Rick Zirk
Village Board of Trustees

FROM: Ray Keller, Village Administrator *PK*

DATE: October 9, 2015

RE: Village Board Committee of the Whole Meeting – October 13, 2015

The following summary discusses the agenda items for the Committee of the Whole meeting scheduled for October 13, 2015:

1. CALL TO ORDER

2. ROLL CALL / ESTABLISH QUORUM

3. PRESENTATIONS

A. Comprehensive Annual Financial Report FY-2015 - Lauterbach & Amen LLP

Ms. Jamie Wilkey from Lauterbach & Amen will summarize their findings from the FY 2015 annual audit. A final draft will be provided as a separate document due to its length. Staff recommend approval. Unless there are any requested changes to the document, approval of the CAFR will be added to the consent agenda for the October 20 meeting. Please contact me or Finance Director Marlene Blocker know if you have any questions prior to the meeting.

B. Construction Recycling Business Introduction - American Wood Recycling Inc.

Representatives from American Wood Recycling Inc. will introduce their company and discuss their interest in operating a construction recycling facility at 17N234 Galligan Road. AWR proposes to sort, recycle and transport construction debris, primarily wood, bricks, shingles and gypsum (wallboard) from the property, generating roughly 15-20 trucks daily.

At a preliminary meeting with AWR, Staff identified several issues that would need to be addressed including screening the property with fences, berms and landscaping; keeping the recyclable materials contained; minimizing noise, vibration and dust from the grinder machine; stormwater management and connecting to public water and sewer. Staff shared previous recycling business ordinances to advise AWR of the likely conditions of approval that would be applied to their operation. Because its function would be similar to that of a waste transfer station, AWR also is offering the Village a per-load tipping fee to be negotiated if the project advances.

Public Works Facility
Finance & Building Departments
73 Industrial Drive, Gilberts, IL 60136
Ph. 847-428-4167 Fax: 847-551-3382

Police Department
86 Railroad St., Gilberts, IL 60136
Ph. 847-428-2954 Fax 847-428-4232

To accommodate the proposal, the five-acre property would have be rezoned from C-1 Commercial to I-1 Industrial and approved for a special use permit with variances. At the meeting, AWR will request the Board's initial feedback and questions about the proposal prior to formally starting the application process. Depending on the Board's guidance, AWR and Staff will start the application process and address any other issues that may arise.

Please contact me with any questions or requests for additional information that may be needed prior to the meeting.

C. Gilberts Town Center Townhomes - CalAtlantic Group Inc.

Mr. John Carroll from CalAtlantic Group (formerly Ryland Homes) will discuss their recent merger and their efforts to address the site management issues raised by Town Center residents, Staff and Board members. Mr. Carroll will provide an update on their cleanup efforts and will request the Board's direction on alternative approaches to addressing the unfinished foundations.

Please contact me or Chief Building Inspector John Swedberg with any questions or requests for additional information that may be needed prior to the meeting.

4. ITEMS FOR DISCUSSION

A. Minutes from the October 6, 2015 Village Board Meeting

Please review the enclosed minutes from the Village Board meeting on October 6. Staff recommend approval. Please contact Village Clerk Debra Meadows with any questions or corrections. Unless directed otherwise, this item will be added to the consent agenda for the October 20 meeting.

B. September 2015 Treasurer's Report

Finance Director Marlene Blocker has prepared the Treasurer's report for September 2015, which is enclosed for your review. Please contact me prior to the meeting if you have any questions or need more detailed information. Staff recommend approval. Unless otherwise directed, this item will be added to the consent agenda for the October 20 meeting.

C. Ordinance 24-2015, an ordinance amending Village Code Title 8 "Water and Wastewater" with respect to irrigation systems

With the guidance provided by the Board at the October 6 meeting, Staff drafted an ordinance amending Section 8-5-12 of the Village Code to establish the water-only rate to be billed for the operation of an irrigation system. The ordinance defines an irrigation system as providing subterranean water supply exclusively to landscaping features, measured by a dedicated water meter that is accessible to inspection as required by the existing code requirements. Provided these terms are satisfied, an irrigation system account will be charged at the "water only" rate, currently at \$4.50/1000 gallons. However, should an illicit use of water from the irrigation system be discovered, the Village retains all of its regular enforcement mechanisms, plus the ability to retroactively charge the account for wastewater use to the date of the meter's last inspection. The ordinance doesn't specify inspection intervals, leaving it to Village policy to periodically inspect irrigation systems for illicit water use or improper connections.

Staff will prepare a final draft for the Board's consideration at the October 20 meeting. Please contact me, Chief Building Inspector John Swedberg or Finance Director Marlene Blocker with any questions or requests for additional information that may be needed prior to the meeting.

D. Ordinance 25-2015, an Ordinance creating a policy for the computer, electronic communication, and social media use by Elected and Appointed Officials and Employees of the Village of Gilberts

Approval of this ordinance would establish a new policy governing the use of the Village's computers, emails and social media. The policy would replace the electronic communications policy that was adopted in 2007, which did not anticipate the emergence of social media. The policy updates the language regarding the use of computers and email, while establishing guidelines for employees' use of both the Village's and personal social media accounts. The policy advises that improper use of official and/or confidential information or images; false or misleading statements about the Village or online activity that reflects on the Village, its staff or Board or residents can be cause for disciplinary action. If approved, the new policy will be disseminated to and discussed with all Village employees.

Staff recommend approval. Please contact me or Village Clerk Debra Meadows prior to the meeting if you have any questions or need more detailed information. Unless otherwise directed, this item will be added to the consent agenda for the October 20 meeting.

E. Ordinance 26-2015, an Ordinance authorizing the disposal of personal property owned by the Village of Gilberts

Staff recommend approval of an ordinance authorizing the disposal of Police Squad #1, a 2009 Chevrolet Impala with approximately 109,000 miles. State statute requires the approval of an ordinance prior to its disposal. If approved, the vehicle will be auctioned through Obenauf Auction Services, which had previously disposed of several retired Gilberts vehicles. Please contact me or Chief Lou Rossi with any questions or requests for additional information that may be needed prior to the meeting. Unless otherwise directed, this item will be added to the consent agenda for the October 20 meeting.

F. Security System Permits

Chief Building Inspector John Swedberg recently reviewed the Village's code requirements for security systems and determined that there is no longer a compelling reason to issue permits for their installation. Security systems previously were hard-wired, requiring wires to be run between the control panel and the sensor devices at windows and doors. The Village had required permits and inspections to ensure that all wiring met code and all drilled holes were properly draft or fire stopped. Over the past few years, low-voltage wireless security systems that do not require extensive wiring or new drill holes have become the norm, removing the need for an inspection. The Building Department currently inspects about 20 new systems annually, each charged a \$92.00 permit/inspection fee.

Staff is requesting the Board's concurrence with the code interpretation that wireless security systems do not need a permit or inspection. Staff would only apply the permit and fee requirement for the rare hardwired security system that necessitates an inspection

for proper electrical wiring and/or fire stopping. Please contact me or Chief Building Inspector John Swedberg with any questions or requests for additional information that may be needed at the meeting.

5. STAFF REPORTS

Staff will provide updates on current activities at the meeting.

6. BOARD OF TRUSTEES REPORTS

7. PRESIDENT'S REPORT

8. PUBLIC COMMENT

9. EXECUTIVE SESSION

Please let me know if you have any questions about executive session topics.

10. ADJOURNMENT

VILLAGE OF GILBERTS
Committee of the Whole
MEETING AGENDA
87 GALLIGAN ROAD,
GILBERTS, ILLINOIS 60136
October 13, 2015
AGENDA
7:00 P.M.

ORDER OF BUSINESS

1. CALL TO ORDER / PLEDGE OF ALLEGIANCE

2. ROLL CALL / ESTABLISH QUORUM

3. PRESENTATIONS

- A. Comprehensive Annual Financial Report FY-2015 - Lauterbach & Amen LLP
- B. Construction Recycling Business Introduction - American Wood Recycling Inc.
- C. Gilberts Town Center Townhomes – CalAtlantic Group Inc.

4. ITEMS FOR DISCUSSION

- A. Minutes from the October 6, 2015 Village Board Meeting
- B. September 2015 Treasurer's Report
- C. Ordinance 24-2015, an Ordinance amending the Village Code Title 8 "Water and Wastewater" with respect to irrigation systems
- D. Ordinance 25-2015, an Ordinance creating a policy for the computer, electronic communication, and social media use by Elected and Appointed Officials and Employees of the Village of Gilberts
- E. Ordinance 26-2015, an Ordinance authorizing the disposal of personal property owned by the Village of Gilberts
- F. Security System Permits

5. STAFF REPORTS

6. BOARD OF TRUSTEES REPORTS

7. PRESIDENT'S REPORT

8. PUBLIC COMMENT

9. 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 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.

10. ADJOURNMENT

"The Village of Gilberts complies with the Americans with Disabilities Act (ADA). For accessibility assistance, please contact the Village Clerk at the Village Hall, telephone number 847/428-2861."

Village of Gilberts
87 Galligan Road
Gilberts, IL 60136
Village Board
Meeting Minutes
October 6, 2015

NOT APPROVED MINUTES

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, Zambetti, Farrell and President Zirk. Others present: Administrator Keller and Village Clerk Meadows. For members of the audience please see the attached copy of the sign-in sheet.

Public Comment

President Zirk inquired if anyone in the audience had any questions or comments they would like to share with the Village Board Members. Those in attendance offered no questions or comments.

Consent Agenda

- A. A Motion to approve Minutes from the September 15, 2015 Village Board Meeting
- B. A Motion to approve Bills & Salaries dated October 6, 2015 as follows: General Fund \$269,230.27, Performance Bonds \$45,074.65, Water Fund \$40,182.04 and Payroll \$134,240.13.

President Zirk inquired if the Board Members wished to remove any of the consent agenda items for separate consideration. The Board Members offered no comments. A Motion was made by Trustee Zambetti and seconded by Trustee Farrell to approve the consent agenda items A and B as presented. Roll call: Vote: 4-ayes: Trustees Kojzarek, Corbett, Zambetti and Farrell. 0-nays, 0-abstained. Motion carried.

Items for Approval

A Motion to approve Ordinance 21-2015, an Ordinance approving a Final Plan for the Grove Mart Gas Station Lots 1-11 in the Prairie Business Park PUD

Administrator Keller discussed the proposed final plan for the Glogovosky Oil Company's Grove Mart Gas Station located at the northeast corner of the Prairie Business Park on Lots 1-11. The plan includes eight gasoline and four diesel fuel pumps. Traffic from eastbound Higgins Road will access the site via a right in-out only turn lanes onto Larkspur and Trillium Drive.

Administrator Keller reported that the Final Plan engineering details accompanying the final site plan will be reviewed by Baxter & Woodman prior to the issuance of any permits.

Administrator Keller discussed the Prairie Business Park PUD Ordinance. He noted that the gas station was an entitled use negotiated at the time of the adoption of the PUD Ordinance. This allows for the applicant to avoid the Special Use process. In addition, the PUD ordinance specifies that a gas station would be permitted one 64 square foot monument ground sign. The Applicant is requesting a sign allowance that would permit three monument signs to be located at the northwest, northeast and southeast corners of the site. Approval of the final plan would automatically allow the one ground sign, which would be superseded by a sign package if approved by the Village Board by a separate ordinance. Administrator Keller concluded by reporting that the Plan Commission recommended approval of the final plan by a vote of 6-0.

President Zirk asked a question on behalf of Trustee Hacker. Trustee Hacker inquired if the Final Plan allowed for a deviation from the liquor and gaming license process. Administrator Keller replied no. They would still have to comply with local and state laws to obtain either of those types of licenses.

President Zirk inquired if any of the Board Members had any questions or comments on the ordinance under consideration. The Board Members provided no comments. **A Motion was made by Trustee Zambetti and seconded by Trustee Farrell to approve Ordinance 21-2015, an Ordinance approving a Final Plan for the Grove Mart Gas Station, Lots 1-11 in Prairie Business Park PUD.** Roll call: Vote: 4-ayes: Trustee Corbett, Zambetti, Farrell and Kojzarek. 0-nays, 0-abstained. Motion carried.

A Motion to approve Ordinance 22-2015, an Ordinance approving a sign package for the Grove Mart Gas Station, Lots 1-11 in Prairie Business Park PUD

Administrator Keller reported that the Unified Development Code provides a mechanism for the Village Board to grant a sign package for sites that require a customized approach. He discussed the fact that the applicant is requesting a sign package that would permit three monument signs to be located at the northwest, northeast and southeast corners of their site. The proposed sign at the northeast corner of the site would be 80 square feet in total with a total height of 10 feet and total width of 14 feet. The two remaining signs would be installed near the right in access points at Higgins Road/Larkspur Drive and Tyrrell Road/Trillium Drive. These signs height and width would be 10 feet each.

Administrator Keller reported that the total amount of signage requested is greater than what would typically be allowed. However, the impact of the three signs would be in scale with the speed and scale of the Higgins/Tyrrell intersections and the two smaller signs would serve as directional signage to compensate for the gas station's lack of direct access to Higgins or Tyrrell Roads.

President Zirk commented on the fact that the Board's original intent with only allowing a 64 feet monument sign was to control what type of signage was installed. This provision forces direct input from the Board Members and allows them the opportunity to control what type and size of signage that would be allowed on the site.

President Zirk commented on the fact that he would not want to place either the existing gas station or the new gas station at an advertising disadvantage. President Zirk inquired on how Grove Mart sign package coverage contrasts to the existing Mobil Mart sign coverage. Administrator Keller reported that the Mobile Mart total sign coverage is 170 feet, slightly more than the total sign coverage being requested by the Grove Mart.

Engineer Christian Kalischefski on behalf of the Glogovsky Oil Company provided the Board Members with an overview of their site plan and the traffic flows. He justified their reasoning behind the request for a modification on the sign package. He noted that the nature of their hardship is the nature of their business. If motorists didn't have a clear view of how to access the site they would continue on down the road to an adjacent community and purchase gas and sundries there. In addition, safe access to the gas station site will generate an increase in sales tax for the community.

Trustee Farrell questioned if the three signs would generate visual clutter. Administrator Keller replied that signage is an art not a science. Administrator Keller commented on the fact the Board retains the option of approving or not approving the sign package, or approving a modified sign package that is different from what was drafted or the Board may defer action to a latter meeting.

President Zirk asked if the Board Members had any additional questions or comments. The Board Members offered no questions or comments. **A Motion was made by Trustee Zambetti and seconded by Trustee Farrell to approve Ordinance 22-2015, an Ordinance approving a sign package for the Grove Mart Gas Station, Lots 1-11 in Prairie Business Park PUD.** Roll call: Vote: 4-ayes: Trustees Zambetti, Farrell, Kojzarek, and Corbett. 0-nays, 0-abstained. Motion carried.

Ordinance 23-2015, an Ordinance vacating and conveying title to part of Union Street in the Village of Gilberts

President Zirk noted by state statute, approval of a right of vacation requires three-fourths Board approval (6 of 7 Board Members). Which unfortunately one of the Trustees needed for the vote unexpectedly was unable to attend tonight's meeting.

President Zirk asked a question on Trustee Hacker's behalf, Trustee Hacker was questioning if the Village would be better served by entering into a license agreement with the three property owners on Union Street. Administrator Keller replied no, due to the side yard set-backs it would be in the best interest of the Village to vacate the area and extend the respective properties yards. The Village will then establish a permanent utility and access easement, which would allow for continued use for utilities and the Village. Pedestrians could also continue to use the sidewalk on the west side of the right of way. Noreen Veverka one of the property owners effected by the proposed vacation expressed her support.

President Zirk apologized to the Union Street residents for the lack of majority to proceed with the vote. **A Motion was made by Trustee Farrell and seconded by Trustee Zambetti to postpone voting on Ordinance 23-2015, an Ordinance vacating and conveying title to part of Union Street in the Village of Gilberts until the October 23rd Village Board Meeting.** Roll call: Vote: 4-ayes: Trustees Farrell, Kojzarek, Corbett, and Zambetti. 0-nays, 0-abstained. Motion carried.

A Motion to approve Resolution 39-2015, a Resolution authorizing a Connection Incentive Program Agreement between the Village of Gilberts and Forming Concepts

Administrator Keller reported that Forming Concepts is asking for relief from the Villages water and sewer connections fees. The sewer connection fee is based on the projected population equivalents (PEs) to be used by the building. Forming Concepts' engineer calculated the anticipated load to be sizable. Staff recommends the Village pay half of the connection fees using TIF #1 funds and allow Forming Concepts to pay the remaining balance over a three-year installment plan. In addition, Administrator Keller noted that the Village Board had previously approved a water connection incentive program, which would allow Forming Concepts to repay the \$4,100 water connection fee through a three-year installment plan.

President Zirk expressed his support in granting Forming Concepts relief from the water and sewer connections fees. He noted that the Village Board want to encourage all well and septic users to connect to the Village's water/sewer system.

There being no further discussion on the Resolution, **a Motion was made by Trustee Zambetti and seconded by Trustee Farrell to approve Resolution 39-2015, a Resolution authorizing a Connection Incentive Program Agreement between the Village of Gilberts and Forming Concepts.** Roll call: Vote: 4-ayes: Trustees Kojzarek, Corbett, Zambetti and Farrell. 0-nays, 0-abstained. Motion carried.

Motion to approve Resolution 40-2015, a Resolution authorizing a SCADA Support Service Agreement between the Village of Gilberts and BWCSI

Administrator Keller reported that the SCADA Support Service Agreement with BWCSI is a seven month extension of the current agreement. He commented on the fact that Baxter & Woodman is currently in the process of an internal reorganization. The expiration of the agreement is in line with the next fiscal year.

President Zirk asked a question on behalf of Trustee Hacker. Trustee Hacker inquired if BWCSI will have Staff on site. Administrator Keller replied no, this technical service would include computer maintenance and updates or to the SCADA System as needed. Village Staff would be in charge of running the day to day operations. In addition, Assistant Administrator Beith had worked closely with CTC and BWCSI in coordinating which IT firm was responsible for the server and which IT firm was responsible for the SCADA System.

There being no further discussion on the Resolution, **a Motion was made by Trustee Zambetti and seconded by Trustee Farrell to approve Resolution 40-2015, a Resolution authorizing a SCADA Support Service Agreement between the Village of Gilberts and BWCSI.** Roll call: Vote: 4-ayes: Trustees Corbett, Zambetti, Farrell and Kojzarek. 0-nays, 0-abstained. Motion carried.

A Motion to approve an extension to a License Agreement between the Village of Gilberts and Phoenix & Associates

Administrator Keller reported that in 2010 the Village had entered into a public-private partnership with Phoenix & Associates to modify an existing Village owned retention pond to create surplus stormwater capacity. The program allows property owners to maximize their buildable land. The program has proven to be very successful. The Tollway and Prairie Business Park have both taken advantage of the program.

Administrator Keller noted that Baxter & Woodman has certified that there currently are 49.21 total acre-feet of detention credits available for future development.

There being no further discussion on the extension to the Phoenix & Associates License Agreement, **a Motion was made by Trustee Zambetti and seconded by Trustee Farrell to approve extending the Phoenix & Associates License Agreement for an additional five year term.** Roll call: Vote: 4-ayes: Trustees Zambetti, Farrell, Kojzarek and Corbett. 0-nays, 0-abstained. Motion carried.

Items for Discussion

Irrigation Meters

Administrator Keller reported that Interstate Partners is requesting the Board consider refunding a portion of the water bill payment due to the fact the water used was for irrigation and should not include a sewer usage fee. Administrator Keller commented on the section of the Village Code that establishes charges for the use of the Village's water and sewer system. Staff has consistently applied this Code as requiring that any user connected to public water and wastewater systems is charged the combined rate of \$9.00/1000 gallons as measured by the water meter. The combined rate assumes that an equivalent amount of water used enters the sanitary sewer system. This assumption is less than ideal, but it is the best available approach to bill for sanitary sewer usage.

Administrator Keller went on to discuss in detail the current way the 15 irrigation meters are billed. He reported that the HOAs' irrigation meters are located in underground vaults and are billed at the water-only rate. The Interstate Partners irrigation meters are housed in their pump room and are comingled with the other water meters. Theoretically the irrigation meter could be tampered with to provide some type of illicit uses.

Administrator Keller discussed the Staff's recommendation to refund Interstate Partners sewer use charges. He stated in fairness Interstate Partners irrigation system does not impact the sanitary sewer system and moving forward Staff recommends only charging Interstate Partners' irrigation meter with the water use rate. In addition, the Village Code would need to be updated to provide for "irrigation only" water usage, regardless of whether the property or structure is also connected to the sanitary system.

Trustee Corbett asked Mr. Possin representing Interstate Partners why this issue has not been brought up until now. Mr. Possin responded by stating that the first building's irrigation meter was being billed for water use only. It was only when the second building went online that the Village began charging both the water and sewer rate on the irrigation meter.

Trustee Farrell was in favor of amending the Village Code. She noted that the Village Board desires to promote economic development and charging both water and sewer fees on irrigation meters might deter potential new businesses.

President Zirk concurred with Trustee Farrell's opinion. However, he wanted the amended irrigation meter rate to only apply to properties zoned Industrial, Commercial or Retail not to residential zoning.

In addition, President Zirk recommend the code amendment include language establishing that the meter must be contained in an area with an exterior door which would allow Village access.

President Zirk on behalf of Trustee Hacker recommended the code amendment also include language mandating the removal of the bit hose to the house meter.

President Zirk discussed drafting language to include a penalty if the irrigation meter was found to be tampered with or used for any other type of service other than irrigation. He suggested Staff periodically inspect the irrigation meters with no inspection fee. If the irrigation meter is found to be used for any other type of service other than irrigation the user would be charged sewer use back dating from the date of the last inspection.

Mr. Possin acknowledged that he agreed with the Board Members code amendment language.

A lengthy discussion ensued on why President Zirk felt strongly about not charging an irrigation meter inspection fee.

The Board Members added additional code amendment language to include that the irrigation meter water pipe line must be mainly installed under slab and the use of D-Duct is prohibited. Trustee Zambetti recommended Staff use ball bells to lock portions of the water lines. Staff will draft an Ordinance amending certain sections of the Village Code with respect to water/sewer charges and Administrator Keller will direct Finance Director Blocker to refund Interstate Partners for past sewer charges.

Staff Reports

Administrator Keller provided the Board Members with an update on Copenhaver's outstanding engineering and attorney fees. Mr. Copenhaver has agreed to pay the balance of the fees over time.

Administrator Keller discussed the recently awarded Kane County Riverboat Grant. He informed the Board that the Village has received \$21,000 for additional Town Center Park improvements and he was looking for Board direction. He noted that the Board could choose to add furniture (benches, picnic tables) or erect a pavilion.

The Board Members discussed the affordable options. They agreed that constructing a pavilion would be the best use of the grant funds. There was some discussion on the location of the pavilion. The Board Members directed Staff to draft a few options of a possible location for the pavilion. This matter will be discussed at a later date.

Administrator Keller reported that he had met with John Carroll President of Ryland Homes. President Carroll has requested an opportunity to discuss the current status of Gilberts Town Center with the Board Members. He plans on attending the next Committee of the Whole meeting. There was some discussion on if there was a need to discuss this matter with President Carroll. The Board Members have provided Ryland with a list of concerns and the remedies. Trustee Farrell noted that he is welcome to attend the meeting. However, the Board Members in her opinion are demanding compliance.

Administrator Keller reported that representatives from American Wood Product will be attending the next Committee of the Whole meeting to discuss a potential development.

Village Clerk Meadows reported that the Village Bonfire is scheduled for Saturday, October 24th at Memorial Park from 3:30-5:30 p.m.

Board of Trustee Reports

There was some discussion about the third annual Community Service Award. Trustee Farrell suggested next year allowing input from the residents.

Trustee Kojzarek spoke about her experience participating in the Police Academy. She commended the officers that were involved in the program. Trustee Corbett concurred with Trustee Kojzarek's experience in the program. He has participated twice in the Police Academy.

President's Report

President Zirk had nothing further to report.

Adjournment

There being no other public business to discuss, **a Motion was made by Trustee Corbett and seconded by Trustee Zambetti to adjourn from the public meeting at 8:30 p.m.** Roll call: Vote: 4-ayes by unanimous voice vote. 0-nays, 0-abstained. Motion carried.

Respectfully submitted,

Debra Meadows

Village of Gilberts

87 Galligan Road

Gilberts, Illinois 60136

Village Board Meeting

October 6, 2015

7:00 p.m.

Sign-in-Sheet

Name

Contact Information (Optional)

NORINE & KAY VEVERKA 25 WILLEY ST. GILBERTS

Erin & Ken Lateer 130 Galligan " "

George Kanagin Plumber

CHRISTIAN KALINOWSKI CD+DG.LLC. Hoffman Estates

Peter Thomas

Gary Morrison SBS

Jeff Rossin Interstate Partners

Marcel Fui Bemdorf

Fund Summary

	9/30/15	Restricted / Designated Funds	Unrestricted / Undesignated Funds
Unrestricted - General Fund			1,175,153.95
Restricted - Total		6,347,332.69	
Committed- Designated Reserves		897,361.01	
- 2.5 Months Expenses	897,361.01		
Committed - Road Improvement		295,395.86	
- FY-07 and Prior	707,838.00		
- FY-08 Transfer (School Road)	(120,000.00)		
- FY-08	76,235.76		
- FY-09	75,968.38		
- FY-09 Transfer (Additional Salt & Snow Removal)	(78,469.37)		
- FY-09/FY10 Hennessy Bridge Work	(350,000.00)		
- FY-10	79,129.42		
- FY-11 (Road Study)	(10,000.00)		
- FY-11	77,944.57		
- FY-12	12,861.90		
- FY-13	8,493.36		
- FY-14	16,525.72		
- FY-14 Hennessy Bridge Grant	350,000.00		
- FY-14 Extra MFT Funds	15,731.35		
- FY-14 Kreutzer Road Repair	(15,000.00)		
- FY-15 Mason Road Engineering	(16,389.70)		
- FY-15 Old Town Engineering	(24,304.96)		
- FY-15 - Old Town Roadwork	(45,000.00)		
- FY-15	10,293.85		
- FY-15 Mason Roadwork	(316,440.00)		
- FY-16 Mason Road Engineering	(3,566.90)		
- FY-16 Old Town Engineering	(6,833.80)		
- FY-16 Mason Roadwork	(35,160.00)		
- FY-16 - Old Town Roadwork	(121,837.00)		
- FY-16	7,375.28		
Committed- Infrastructure Fund		506,584.34	
- FY-12 (Transfer -Garbage)	108,047.92		
- FY-13 (Transfer -Garbage)	133,104.58		
- FY-14 (Transfer -Garbage)	124,341.65		
- FY-15 (Transfer -Garbage)	141,090.19		
Committed - Road Bond Repayment		307,148.48	
- FY-13 (1% Sales Tax)	159,422.43		
- FY-14 May Interest Payment	(27,062.50)		
- FY-14 (1% Sales Tax)	172,392.69		
- FY-14 December Principal & Interest Payment	(119,172.50)		
- FY-15 (1% Sales Tax)	190,023.33		
- FY-15 May Interest Payment	(25,312.50)		
- FY-15 December Principal & Interest Payment	(123,712.50)		
- FY-16 (1% Sales Tax)	80,570.03		
Restricted - Road Improvement MFT		553,646.65	
- Balance - Illinois Funds	402,385.19		
- Balance - Union Bank Money Market	151,261.46		
Committed - Capital Improvement		202,596.78	
- FY-05	81,596.76		
- FY-06	45,000.00		
- FY-08 Transfer (Wing Mower)	(41,751.00)		
- FY-11 P/W Truck Sale	31,000.00		
- FY-12 (Transfer - Garbage)	34,623.00		
- FY-13 (Salvage Receipts)	547.80		
- FY-13 (Transfer -Garbage)	25,349.02		
- FY-14 (Salvage Receipts)	419.68		
- FY-14 (New Squad Purchase)	(28,500.00)		
- FY-14 (Transfer -Garbage)	26,567.48		
- FY-15 (Transfer -Garbage)	27,744.04		
Committed - New Development Fees		130,775.43	
- FY-06 Municipal Impact Fee	261,250.00		
- FY-07 Municipal Impact Fee	382,250.00		
- FY-08 Municipal Impact Fee	286,000.00		
- FY-08/FY-09 Transfer (Salt Bin)	(185,701.50)		
- FY-09 Municipal Impact Fee	82,500.00		
- FY-07/08 Municipal Transistion Fee	8,000.00		
- FY-07/08 Municipal Police/Safety Transistion Fee	2,000.00		

- FY-09 Transfers Out	(127,256.51)		
- FY-10 Reimburse PGAV TIF Study from TIF	18,788.40		
- FY-10 Town Center Park Parking Lot	(201,112.76)		
- FY-10 Municipal Impact Fee	104,500.00		
- FY-11 Municipal Impact Fee	151,250.00		
- FY-11 Transfers (Road Study)	(13,000.00)		
- FY-12 Municipal Impact Fee	146,750.00		
- FY-13 Municipal Impact Fee	76,400.00		
- FY-14 Transfer Out-Partial Electric	(3,329.08)		
- FY-14 Transfer out-Partial Signs	(10,552.34)		
- FY-14 Transfer Out-Partial Electric	(68,665.00)		
- FY-14 Municipal Impact Fee	59,200.00		
- FY-15 Municipal Park Impact Fee-Shinning Moon	4,909.46		
- FY-15 Municipal Impact Fee-Town Center	11,198.19		
- FY-15 Municipal Utility Impact Fee-Conservancy	1,000.00		
- FY-15 Municipal Park Impact Fee-Conservancy	5,656.00		
- FY-15 Municipal Impact Fee-Conservancy	5,500.00		
- FY-15 Transfer out-Partial Signs	(7,600.00)		
- FY-15 Town Center Park Expenses	(949,023.43)		
- FY-16 Town Center Park Expenses	(7,750.00)		
- FY-16 Municipal Utility Impact Fee-Conservancy	8,000.00		
- FY-16 Municipal Park Impact Fee-Conservancy	43,764.00		
- FY-16 Municipal Impact Fee-Conservancy	45,850.00		
Committed - Tree Replacement/Beautification		5,470.52	
- FY-09 Recycling Revenue	2,500.00		
- FY-10 Recycling Revenue	5,000.00		
- FY-10 Tree Replacements	(590.00)		
- FY-12 Recycling Revenue	10,026.40		
- FY-12 Tree Program	(727.50)		
- FY-13 Recycling Revenue	5,000.00		
- FY-14 Sidewalk Replacement	(660.00)		
- FY-14 Tree Program	(4,478.71)		
- FY-14 Recycling Revenue	2,500.00		
- FY-15 Sidewalk Progra.	(500.00)		
- FY-15 Tree Program	(17,984.27)		
- FY-15 AT&T	8,000.00		
- FY-15 Recycling Revenue	350.31		
- FY-16 Recycling Revenue	2,500.00		
- FY-16 Tree Program	(5,465.71)		
Committed - EDUI Funds		25,523.82	
- FY-12 Balance	3,918.55		
- FY-13 Balance	13,710.91		
- FY-14 Balance	6,187.56		
- FY-15 Balance	1,706.80		
Restricted - Drug Forfeiture		11,132.60	
- Balance	11,132.60		
Committed - Enterprise Fund (Water / Wastewater)		2,794,318.07	
- Balance	2,794,318.07		
Committed - Pass Thru/Escrows		617,379.13	
- Balance	617,379.13		
Total		6,347,332.69	1,175,153.95
			7,522,486.64

General Fund Revenue Receivable			39,935.32
- State Income Tax Payments Delayed	39,935.32		

Total Unrestricted Funds including Receivables			1,215,089.27
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Additional Information

Pass Thru - Balance of Escrow		617,379.13
- TIF #1	71,652.85	
- TIF #2	175,528.63	
- Performance Bonds / Escrows	278,124.46	
- Building Permit-Town Center/Conservancy	19,531.37	
- Impact Fees - Library	52,265.82	
- Impact Fees - School	3,376.00	
- Impact Fees - Fire District	500.00	
- Transition Fees - Fire	2,000.00	
- Transition Fees - Library	400.00	
- Transition Fees - School	14,000.00	

TREASURER'S STATEMENT AS OF September 30, 2015

	MONTH	YEAR TO DATE		YEAR TO DATE
Beginning Bank Balance:			<u>7,153,127.83</u>	<u>6,746,038.04</u>
Credits:				
General Fund:	<u>726,601.36</u>	<u>2,472,598.51</u>		
Water Fund:	<u>115,919.82</u>	<u>792,665.19</u>		
Motor Fuel Tax (MFT):	<u>20,798.33</u>	<u>61,687.10</u>		
Performance Bonds/Escrow:	<u>4,874.00</u>	<u>471,508.65</u>		
TIF #1	<u>15,265.22</u>	<u>32,089.59</u>		
TIF #2	<u>151,150.06</u>	<u>310,562.79</u>		
Drug Forfeiture:	<u>178.88</u>	<u>1,210.14</u>		
Total Credits All Funds:	<u>1,034,787.67</u>	<u>4,142,321.97</u>	<u>1,034,787.67</u>	<u>4,142,321.97</u>
Expenses:				
General Fund:	<u>360,832.31</u>	<u>1,817,279.12</u>		
Water Fund:	<u>262,261.45</u>	<u>869,225.05</u>		
Motor Fuel Tax (MFT):	<u>-</u>	<u>-</u>		
Performance Bond/Escrow:	<u>42,042.60</u>	<u>460,250.26</u>		
TIF #1	<u>-</u>	<u>550.00</u>		
TIF #2	<u>292.50</u>	<u>218,568.94</u>		
Drug Forfeiture:	<u>-</u>	<u>-</u>		
Total Debits All Funds:	<u>665,428.86</u>	<u>3,365,873.37</u>	<u>665,428.86</u>	<u>3,365,873.37</u>
Ending Bank Balance:				
General Fund:	<u>3,546,010.19</u>	<u></u>		
Water Fund:	<u>2,794,318.07</u>	<u></u>		
Motor Fuel Tax (MFT):	<u>553,646.65</u>	<u></u>		
Performance Bond/Escrow:	<u>370,197.65</u>	<u></u>		
TIF #1	<u>71,652.85</u>	<u></u>		
TIF #2	<u>175,528.63</u>	<u></u>		
Drug Forfeiture:	<u>11,132.60</u>	<u></u>		
Total Debits All Funds:	<u>7,522,486.64</u>	<u></u>	<u>7,522,486.64</u>	<u>7,522,486.64</u>

TREASURER'S SIGNATURE:



DATE: October 1, 2015

GENERAL FUND MONEY MARKET
01-00-105

Village of Gilberts:
Month Closed: January, 2015

Beginning Book Balance:	422,811.00	Previous YTD Credits:	1,745,997.15
			169,481.20
Deposits (Total):	518,569.94	Current Credits:	557,120.16
Interest Income:		Current YTD Credits:	2,472,598.51
(01-00-341) Money Market:	162.56	Previous YTD Debits:	1,456,446.81
(01-00-341) Checking:	7.49		3,982.00
(01-00-342) Performance Bond:	12.20	Current Debits:	356,850.31
Miscellaneous Income:	58.00	Current YTD Debits:	1,817,279.12
Transfer From Illinois Funds			
Voided Ck #23754	61.32		
Transfer of Garbage Revenue	38,248.65		
CD Interest			
Subtotal:	979,931.16	McHenry Savings	942,829.16
Checks Written (Total):	356,850.31	G/F MM Balance:	623,080.85
NSF Check		IL Funds Balance:	984,466.13
Transfer to P/B (Agency)		Barrington Bank CD's:	994,634.05
		G/F CKG Balance:	1,000.00
		Total balance:	3,546,010.19
Ending Check Book Balance:	623,080.85		
Deposits in Transit:			
Outstanding Checks:			
Balance per Bank Statement:	623,080.85		

Expenditures/Transfers:

Date:	For:	
9/1/2015	Accounts Payable	32,030.52
9/15/2015	Accounts Payable	196,781.52
9/14/2015	Simplified Recording	50.00
9/1/2015	Health Insurance	17,390.65
9/10/2015	Payroll	45,138.10
9/24/2015	Payroll	65,459.52
	Total:	356,850.31

Deposits:	Deposits:	Direct Deposits	
2,440.53		T-Mobile	1,983.75
45.00	510.00	Kane County	456,225.04
5,335.00	106.00	Nicor	2,770.45
3,390.72	15.00	Exelon	23,020.61
400.00	20.00		
11,941.00	525.00		
45.00	498.00		
55.00	4,690.63		
663.49	212.00		
272.00	50.00		
1,024.00	500.00		
5.00	5.00		
15.00	106.00		
92.00	246.72		
762.00	550.00		
	50.00		
Total Deposits	34,570.09	Total Direct Deposits	483,999.85
Total Deposits/Direct Deposits:	518,569.94		

GENERAL FUND CHECKING ACCT
01-00-103

Village of Gilberts:
Month Closed: September, 2015

Beginning Book Balance:	<u>1,000.00</u>	Previous YTD Credits:	<u> </u>
Deposits (Total):	<u>229,154.54</u>	Current Credits:	<u> </u>
Voided Checks:		Current YTD Credits:	<u> </u>
Check# Vendor Name:	<u> </u>	Previous YTD Debits:	<u> </u>
	<u> </u>	Current Debits:	<u> </u>
Total Voided Checks:	<u> </u>	Current YTD Debits:	<u> </u>
Subtotal:	<u>230,154.54</u>		
	<u>229,154.54</u>		
Checks Written (Total):	<u> </u>		
Voided Checks (Total):	<u> </u>		
Ending Check Book Balance:	<u>1,000.00</u>		
Deposits in Transit:	<u> </u>		
Outstanding Checks:	<u>10,137.10</u>		
Balance per Bank Statement:	<u>11,137.10</u>		

Expenditures/Transfers:

	For:	Amount:
<u>9/1/2015</u>	Accounts Payable	<u>32,030.52</u>
<u>9/15/2015</u>	Accounts Payable	<u>196,781.52</u>
<u>9/15/2015</u>	Accounts Payable-TIF	<u>292.50</u>
<u>9/14/2015</u>	Simplified Recording	<u>50.00</u>
<u> </u>		<u> </u>
	Total:	<u>229,154.54</u>

Outstanding Checks:

Check #:	Amount:	Check #:	Amount:
<u>22329</u>	<u>120.00</u>	<u> </u>	<u> </u>
<u>23259</u>	<u>879.97</u>	<u> </u>	<u> </u>
<u>23458</u>	<u>51.09</u>	<u> </u>	<u> </u>
<u>23580</u>	<u>51.09</u>	<u> </u>	<u> </u>
<u>23642</u>	<u>6,535.50</u>	Total	<u>10,137.10</u>
<u>23651</u>	<u>55.99</u>		
<u>23692</u>	<u>55.99</u>		
<u>23693</u>	<u>1,897.50</u>		
<u>23722</u>	<u>90.49</u>		
<u>23738</u>	<u>250.00</u>		
<u>23758</u>	<u>39.48</u>		
<u>23774</u>	<u>110.00</u>		

**Village of Gilberts
General Fund
Certificates of Deposit
September 30, 2015**

Bank	CD#	Amount	Term	Maturity Date	Interest Rate
McHenry Savings Bank	1000040004	251,752.96	1 year	4/4/2016	.70APY
McHenry Savings Bank	1000040202	201,406.84	1 year	4/23/2016	.70APY
McHenry Savings Bank	1000042372	489,669.36	1 year	9/27/2015	
McHenry Savings Bank		942,829.16			

**Village of Gilberts
General Fund
Certificates of Deposit
September 30, 2015**

Bank	CD#	Amount	Term	Maturity Date	Interest Rate
Barrington Bank	0940000423-1011	226,442.63	6 months	3/28/2016	.15 APY
Barrington Bank	0940000423-1012	266,666.58	6 months	3/28/2016	.15 APY
Barrington Bank	0940000423-1010	501,524.84	6 months	3/20/2016	.15 APY
 Barrington Bank CD's	 994,634.05				

WATER FUND MONEY MARKET
20-00-105

Beginning Book Balance:	<u>267,305.72</u>	Previous YTD Credits:	<u>676,745.37</u>
			<u>4,235.14</u>
Deposits (Total):	<u>111,529.32</u>	Current Credits:	<u>111,684.68</u>
		Current YTD Credits:	<u>792,665.19</u>
Interest Income:		Previous YTD Debits:	<u>606,963.60</u>
(20-00-341) Money Market:	<u>44.94</u>		<u>281.00</u>
(20-00-341) Checking:	<u>5.92</u>	Current Debits:	<u>261,980.45</u>
Voided Check #203258		Current YTD Debits:	<u>869,225.05</u>
Miscellaneous Income:	<u>104.50</u>		
Subtotal:	<u>378,990.40</u>	Barrington Bank:	<u>58,527.93</u>
		Barrington Bank CD's:	<u>503,735.95</u>
Checks Written (Total):	<u>223,259.00</u>	Union Bank CD's:	<u>1,200,604.96</u>
Returned Checks	<u>472.80</u>	H2O MM Balance:	<u>117,009.95</u>
Transfer for Garbage	<u>38,248.65</u>	H2O Illinois Funds	<u>913,439.28</u>
		H2O CKG Balance:	<u>1,000.00</u>
Ending Check Book Balance:	<u>117,009.95</u>	Total balance:	<u>2,794,318.07</u>
Deposits in Transit:			
Outstanding Checks:			
Balance per Bank Statement:	<u>117,009.95</u>		

Expenditures/Transfers:

Date:	For:	Amount:
<u>9/1/2015</u>	<u>Accounts Payable</u>	<u>169,567.23</u>
<u>9/15/2015</u>	<u>Accounts Payable</u>	<u>22,987.64</u>
<u>9/15/2015</u>	<u>Postage</u>	<u>744.82</u>
<u>9/10/2015</u>	<u>Payroll-Water</u>	<u>12,616.14</u>
<u>9/24/2015</u>	<u>Payroll-Water</u>	<u>12,921.18</u>
<u>9/1/2015</u>	<u>Health Insurance</u>	<u>4,421.99</u>
	Total:	<u>223,259.00</u>

Deposits:			
<u>2,224.73</u>	<u>100.00</u>		
<u>332.00</u>	<u>240.00</u>	Direct Deposits	
<u>189.00</u>	<u>100.00</u>		
<u>460.30</u>	<u>66.80</u>		
<u>2,822.17</u>	<u>6,616.32</u>		
<u>297.20</u>	<u>5,879.11</u>		
<u>135.00</u>	<u>18,853.56</u>		
<u>150.00</u>	<u>220.00</u>		
<u>7,571.00</u>	<u>384.80</u>		
<u>1,803.40</u>	<u>6,197.30</u>		
<u>360.12</u>	<u>13,680.38</u>		
<u>1,941.84</u>	<u>2,629.82</u>		
<u>5,222.20</u>	<u>26,545.05</u>		
<u>5,963.22</u>			
<u>352.00</u>			
<u>142.00</u>			
<u>50.00</u>			
Total Deposits:	<u>111,529.32</u>		

WATER FUND CHECKING ACCT
20-00-103

Village of Gilberts:
Month Closed: September, 2015

Beginning Book Balance:	<u>1,000.00</u>	Previous YTD Credits:	<u> </u>
Deposits (Total):	<u>193,299.69</u>	Current Credits:	<u> </u>
Voided Checks:		Current YTD Credits:	<u> </u>
Check# Vendor Name:	<u> </u>	Previous YTD Debits:	<u> </u>
	<u> </u>	Current Debits:	<u> </u>
	<u> </u>	Current YTD Debits:	<u> </u>
Total Voided Checks:	<u> </u>		
Subtotal:	<u>194,299.69</u>		
Checks Written (Total):	<u>193,299.69</u>		
	<u> </u>		
Ending Check Book Balance:	<u>1,000.00</u>		
Deposits in Transit:	<u> </u>		
Outstanding Checks:	<u>24.27</u>		
Balance per Bank Statement:	<u>1,024.27</u>		
Expenditures/Transfers:			
	Date:	For:	
	<u>9/1/2015</u>	<u>Accounts Payable</u>	<u>169,567.23</u>
	<u>9/15/2015</u>	<u>Accounts Payable</u>	<u>22,987.64</u>
	<u>9/15/2015</u>	<u>Postage</u>	<u>744.82</u>
		Total:	<u>193,299.69</u>
Outstanding Checks:			
Check #:	Amount:	Check #:	Amount:
<u>204208</u>	<u>8.40</u>	<u> </u>	<u> </u>
<u>204630</u>	<u>4.50</u>	TOTAL	<u>24.27</u>
<u>204990</u>	<u>6.00</u>		
<u>205002</u>	<u>5.37</u>		

WATER FUND MONEY MARKET
20-00-108

Village of Gilberts:
Month Closed: September, 2015

Beginning Book Balance:	58,525.52	Previous YTD Credits:	
Deposits (Total):		Current Credits:	2.41
Interest:		Current YTD Credits:	
Savings Acct:	2.41	Previous YTD Debits:	
		Current Debits:	
		Current YTD Debits:	

Subtotal: 58,527.93

Checks Written (Total): _____
 Voided Checks (Total): _____

Ending Check Book Balance:	58,527.93
Deposits in Transit:	
Outstanding Checks:	
Balance per Bank Statement:	58,527.93

Expenditures/Transfers:	Date:	For:	Amount:
	<hr/>	<hr/>	<hr/>
	<hr/>	<hr/>	<hr/>
	<hr/>	<hr/>	<hr/>
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	<hr/>	<hr/>	<hr/>
	<hr/>	<hr/>	<hr/>
	<hr/>	<hr/>	<hr/>
		Total:	

Deposits:

Total Deposits: _____

**Village of Gilberts
Water Fund
Certificates of Deposit
September 30, 2015**

Bank	CD#	Amount	Term	Maturity Date	Interest Rate
Barrington Bank	0940000423-1009	100,641.86	9 months	3/27/2016	.20 APY
Barrington Bank	0940000423-1013	201,282.34	6 months	3/28/2015	.15 APY
Barrington Bank	0940000423-1014	201,811.75	6 months	3/828/15	.15 APY
Barrington Bank CD's	503,735.95				

**Village of Gilberts
Water Fund
Certificates of Deposit
September 30, 2015**

Bank	CD#	Amount	Term	Maturity Date	Interest Rate
Union National Bank	4176509	391,315.36	12 months	10/12/2015	.56 APY
Union National Bank	4169371	258,179.58	9 months	4/15/2016	.52 APY
Union National Bank	4176517	374,349.47	12 months	10/23/2015	.56 APY
Union National Bank	4169389	176,760.55	12 months	5/22/2016	.56 APY
		1,200,604.96			
Union National CD's	1,200,604.96				

WATER FUND ILLINOIS FUNDS
20-00-104

Village of Gilberts:
Month Closed: September, 2015

Beginning Book Balance:	<u>909,576.14</u>	Previous YTD Credits:	<u> </u>
Deposits (Total):	<u>4,109.17</u>	Current Credits:	<u>4,144.14</u>
		Current YTD Credits:	<u> </u>
(20-00-347) Illinois Funds:	<u>34.97</u>	Previous YTD Debits:	<u> </u>
		Current Debits:	<u>281.00</u>
Total Voided Checks:	<u> </u>	Current YTD Debits:	<u> </u>
Subtotal:	<u>913,720.28</u>		
Checks Written (Total):	<u> </u>		
Returned Payments	<u>281.00</u>		
Ending Check Book Balance:	<u>913,439.28</u>		
Deposits in Transit:	<u>292.25</u>		
Outstanding Checks:	<u>-</u>		
Balance per Bank Statement:	<u>913,147.03</u>		

Expenditures/Transfers:

Date:	For:	
<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>
	Total:	<u>-</u>

Deposits:		
<u>774.40</u>	<u>96.20</u>	
<u>1,311.10</u>	<u>124.00</u>	
<u>52.70</u>	<u>169.00</u>	
<u>52.70</u>	<u>151.00</u>	
<u>456.00</u>	<u>214.00</u>	
<u>53.32</u>	<u>78.25</u>	
<u>207.50</u>		
<u>178.00</u>		
<u>87.00</u>		
<u>104.00</u>		
Total Deposits:	<u>4,109.17</u>	

30-00-105

Month Closed: September, 2015

Balance per Bank Statement:	151,261.46
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Expenditures/Transfers:

Date:

For:

Amount:

[illegible]

Total:

Deposits:

20,717.00

[illegible]

20,717.00

Total Deposits:

PERFORMANCE BOND MONEY MARKET
31-00-105

Village of Gilberts:
Month Closed: September, 2015

Beginning Book Balance:	<u>169,358.66</u>	Previous YTD Credits:	<u>466,634.65</u>
			<u>3,982.00</u>
Deposits (Total):	<u>892.00</u>	Current Credits:	<u>892.00</u>
Interest Income:		Current YTD Credits:	<u>471,508.65</u>
(31-00-341) Money Market:			<u>-</u>
		Previous YTD Debits:	<u>418,207.66</u>
			<u>-</u>
Transfer from G/F		Current Debits:	<u>42,042.60</u>
Miscellaneous Income:		Current YTD Debits:	<u>460,250.26</u>
Subtotal:	<u>170,250.66</u>		
Checks Written (Total):	<u>41,880.10</u>	P/Bond Balance	<u>128,208.06</u>
Transfer to General Fund	<u>58.00</u>	IL Funds Balance:	<u>241,989.59</u>
Transfer to Water Fund	<u>104.50</u>		
Ending Check Book Balance:	<u>128,208.06</u>	Total balance:	<u>370,197.65</u>
Deposits in Transit:			
Outstanding Checks:	<u>677.00</u>		
Balance per Bank Statement:	<u>128,885.06</u>		

Expenditures/Transfers:

Date:	For:	Amount:
<u>9/1/2015</u>	Accounts Payable	<u>39,454.35</u>
	Bond Release	
	Bond Release	
<u>9/15/2015</u>	Accounts Payable	<u>2,425.75</u>
	Bond Release	
	Bond Release	
	Total:	<u>41,880.10</u>

Deposits:		Outstanding Checks	
<u>58.00</u>	<u>116.00</u>	302544	<u>135.00</u>
<u>58.00</u>	<u>58.00</u>	302569	<u>106.00</u>
<u>58.00</u>	<u>116.00</u>	302755	<u>117.00</u>
<u>58.00</u>	<u>58.00</u>	303302	<u>29.00</u>
<u>58.00</u>		303324	<u>58.00</u>
<u>138.00</u>		303450	<u>58.00</u>
<u>58.00</u>		303737	<u>58.00</u>
<u>58.00</u>		303783	<u>58.00</u>
<u>58.00</u>		303788	<u>58.00</u>
	<u>892.00</u>		

Total Outstanding Checks 677.00

PERFORMANCE BOND
ILLINOIS FUNDS MONEY MARKET
31-00-104

Village of Gilberts:
Month Closed: September, 2015

Beginning Book Balance:	238,007.59	Previous YTD Credits:	75,487.00
Deposits (Total):		Current Credits:	3,982.00
Interest Income: (31-00-341) Money Market:		Current YTD Credits:	79,469.00
Transfer from G/F (Impact Fees)	3,982.00	Previous YTD Debits:	
Miscellaneous Income:		Current Debits:	-
Subtotal:	241,989.59	Current YTD Debits:	-
Checks Written (Total):			
Transfer to General Fund			
Ending Check Book Balance:	241,989.59		
Deposits in Transit:			
Outstanding Checks:			
Balance per Bank Statement:	241,989.59		
Expenditures/Transfers:			
	Date:	For:	Amount:
		Total:	-
Deposits:			
Total Deposits:	-		

Village of Gilberts:
Month Closed: September, 2015

Beginning Book Balance:	<u>56,387.63</u>	Previous YTD Credits:	<u>16,824.37</u>
Deposits (Total):	<u>15,238.92</u>	Current Credits:	<u>15,265.22</u>
Interest Income:	<u>26.30</u>	Current YTD Credits:	<u>32,089.59</u>
(34-00-341) Money Market:	<u></u>	Previous YTD Debits:	<u>550.00</u>
		Current Debits:	<u>-</u>
Miscellaneous Income:	<u></u>	Current YTD Debits:	<u>550.00</u>
Subtotal:	<u>71,652.85</u>		
Checks Written (Total):	<u>-</u>		
Returned Checks (Total):	<u></u>		
Ending Check Book Balance:	<u>71,652.85</u>		
Deposits in Transit:	<u></u>		
Outstanding Checks:	<u>-</u>		
Balance per Bank Statement:	<u>71,652.85</u>		

Expenditures/Transfers:

Date:	For:	Amount:
<u></u>	Accounts Payable	<u></u>
<u></u>	<u></u>	<u></u>
<u></u>	<u></u>	<u></u>
<u></u>	<u></u>	<u></u>
<u></u>	<u></u>	<u></u>
<u></u>	<u></u>	<u></u>
<u></u>	<u></u>	<u></u>
<u></u>	<u></u>	<u></u>
<u></u>	<u></u>	<u></u>
	Total:	<u>-</u>

Deposits:	
<u>15,238.92</u>	
<u></u>	
<u></u>	
<u></u>	
<u></u>	
<u></u>	
<u></u>	
<u></u>	
Total Deposits:	<u>15,238.92</u>

Village of Gilberts:
Month Closed: September, 2015

Beginning Book Balance:	<u>24,671.07</u>	Previous YTD Credits:	<u>159,412.73</u>
Deposits (Total):	<u>151,100.64</u>	Current Credits:	<u>151,150.06</u>
Interest Income:	<u>49.42</u>	Current YTD Credits:	<u>310,562.79</u>
(35-00-341) Money Market:	<u> </u>	Previous YTD Debits:	<u>218,276.44</u>
		Current Debits:	<u>292.50</u>
Miscellaneous Income:	<u> </u>	Current YTD Debits:	<u>218,568.94</u>
Subtotal:	<u>175,821.13</u>		
Checks Written (Total):	<u>292.50</u>		
Returned Checks (Total):	<u> </u>		
Ending Check Book Balance:	<u>175,528.63</u>		
Deposits in Transit:	<u> </u>		
Outstanding Checks:	<u>-</u>		
Balance per Bank Statement:	<u>175,528.63</u>		

Expenditures/Transfers:

Date:	For:	Amount:
<u>9/15/2015</u>	<u>Accounts Payable</u>	<u>292.50</u>
<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>
	Total:	<u>292.50</u>

Deposits:

<u> </u>
<u> </u>
<u> </u>
<u> </u>
<u> </u>
<u> </u>
<u> </u>
<u> </u>

Total Deposits:

Village of Gilberts:
Month Closed: September, 2015

Expenditures/Transfers:		
Date:	For:	Amount:
	Accounts Payable	
	Total:	

Deposits:	
Total Deposits/Direct Deposits:	

VOG PAYROLL ACCT
01-00-125

Village of Gilberts:
Month Closed: September, 2015

Beginning Book Balance:	-	Previous YTD Credits:	
Deposits (Total):	136,134.94	Current Credits:	
Voided Checks:		Current YTD Credits:	
Check #: Vendor Name:		Previous YTD Debits:	
		Current Debits:	
		Current YTD Debits:	

Subtotal:	136,134.94
Checks Written (Total):	136,134.94
Voided Checks (Total):	
Ending Check Book Balance:	-
Deposits in Transit:	-
Outstanding Checks:	9,667.64
Balance per Bank Statement:	9,667.64

Expenditures/Transfers:			
	Date:	For:	
	9/10/2015	Payroll	45,138.10
	9/24/2015	Payroll	65,459.52
	9/10/2015	Payroll-Water	12,616.14
	9/24/2015	Payroll-Water	12,921.18
		Payroll	
		Total:	136,134.94

Outstanding Checks:			
Check #:	Amount:	Check#:	Amount:
18173	22.15		
18174	22.15		
18193	22.15		
18207	176.49	Flex Benefits	8,449.11
18211	84.49	Total:	9,667.64
18243	176.49		
18250	47.84		
18257	209.70		
18260	214.77		
18264	22.15		
18267	22.15		
18276	198.00		

ROAD IMPROVEMENT FUND BALANCE SHEET

Date	Deposit	Received From	Balance
9/17/2014	2,763.60	September Road & Bridge	\$ 1,219,747.00
10/31/2014	181.07	October Road & Bridge	\$ 1,219,928.07
10/31/2014	1,070.00	October Overweight	\$ 1,220,998.07
11/30/2014	400.00	November Overweight	\$ 1,221,398.07
11/30/2014	119.02	November Road & Bridge	\$ 1,221,517.09
12/31/2014	50.00	December Overweight	\$ 1,221,567.09
12/31/2014	(8,885.39)	Mason Road Engineering	\$ 1,212,681.70
12/31/2014	(6,840.88)	Old Town Engineering	\$ 1,205,840.82
1/31/2015	250.00	January Overweight	\$ 1,206,090.82
1/31/2015	(3,287.69)	Mason Road Engineering	\$ 1,202,803.13
1/31/2015	(221,000.40)	Mason Road Work	\$ 981,802.73
2/28/2015	600.00	February Overweight	\$ 982,402.73
2/28/2015	(3,536.62)	Mason Road Engineering	\$ 978,866.11
2/28/2015	(2,109.60)	Old Town Engineering	\$ 976,756.51
3/31/2015	130.00	March Overweight	\$ 976,886.51
4/30/2015	(15,354.48)	Old Town Engineering	\$ 961,532.03
4/30/2015	(45,000.00)	Old Town Project	\$ 916,532.03
4/30/2015	(680.00)	Mason Road Engineering	\$ 915,852.03
4/30/2015	500.00	April Overweight	\$ 916,352.03
4/30/2015	141,090.19	Transfer for Waste Hauling	\$ 1,057,442.22
4/30/2015	(95,439.60)	Mason Road Work	\$ 962,002.62
5/25/2015	726.41	May Road & Bridge	\$ 962,729.03
5/31/2015	200.00	May Overweight	\$ 962,929.03
6/30/2015	(35,160.00)	Mason Road Work	\$ 927,769.03
6/30/2015	(2,046.90)	Mason Road Engineering	\$ 925,722.13
6/30/2015	(2,093.80)	Old Town Engineering	\$ 923,628.33
6/30/2015	2,655.76	June Road & Bridge	\$ 926,284.09
6/30/2015	100.00	June Overweight	\$ 926,384.09
7/22/2015	(520.00)	Mason Road Engineering	\$ 925,864.09
7/22/2015	(640.00)	Old Town Engineering	\$ 925,224.09
7/22/2015	152.88	July Road & Bridge	\$ 925,376.97
8/19/2015	173.91	August Road & Bridge	\$ 925,550.88
8/31/2015	50.00	August Overweight	\$ 925,600.88
8/31/2015	(1,000.00)	Mason Road Engineering	\$ 924,600.88
8/31/2015	(1,340.00)	Old Town Engineering	\$ 923,260.88
9/16/2015	2,766.32	September Road & Bridge	\$ 926,027.20
9/2/2015	(2,760.00)	Old Town Engineering	\$ 923,267.20
9/15/2015	(121,837.00)	Old Town Road Work	\$ 801,430.20
9/30/2015	550.00	September Overweight	\$ 801,980.20

Ordinance No. 24-2015

**An Ordinance amending the Village Code Title 8 “Water and Wastewater”
with respect to irrigation systems**

WHEREAS, from time to time, the Village Board of Trustees of the Village of Gilberts reviews its ordinances to determine if they are up to date to meet the changing conditions in the Village; and

WHEREAS, the President and Board of Trustees have determined that in order to read, repair and/or replace water meters as needed the Village will require the cooperation from the community.

WHEREAS, the President and Board of Trustee have determined that it is in the best interest of the Village of Gilberts and the integrity of the water system; and

THEREFORE, BE IT ORDAINED 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 Ordinance as though set forth in this Section 1.

Section 2. **Amendment.** Section 8-5-12, entitled “User Charges” of the Village of Gilberts Village Code is hereby amended to add a new Subsection E, as follows:

8-5-12:USER CHARGES:

- A. Established: There shall be and there are hereby established charges for the use of the municipal waterworks and sewage disposal system based on the amount of water consumed, as measured by water meters, at the rate as specified in section [2-4-5-3](#) of this code. (2006 Code § 7.4.1)
- B. Estimated Charges:
 - 1. Whenever, for any cause, a meter fails to operate, or no measurement of the flow is available, or a meter was not or could not be read during the normal route of the reader, an estimate may be made by the superintendent or his designee of the amount of water supplied since the immediately previous reading, and the user shall pay usage charges based on the estimated amount of water supplied. In the event that an actual reading shows that the estimated charges did not accurately reflect actual usage, the user shall be responsible for the difference between the estimated usage and the actual usage.
 - 2. In the event that the water department is unable to gain access to read, repair or replace the inside meter, the village reserves the right to submit an estimated reading and bill accordingly.

3. For the second and each subsequent estimated bill issued by the village for a particular property, an administrative fee as specified in section [2-4-5-5](#) of this code will be added to each bill. (Ord. 04-2012, 3-20-2012)
- C. Minimum Monthly Charge: A minimum monthly charge as specified in section [2-4-5-3](#) of this code shall be charged on each meter, but this minimum charge shall not be in addition to the user charges otherwise assessed. (2006 Code § 7.4.3)
- D. Leaks In System: Whenever water service or the water main is leaking and no measurement of flow is available, the village reserves the right to install a master meter on the pipe or main at the connection with the municipal waterworks and sewage disposal system and to prorate all water lost among all subject users. (2006 Code § 7.4.4)

E. Irrigation Systems:

- 1. An Irrigation System shall be defined as a single or series of subterranean devices that supply or spray water exclusively to the root of lawns, trees or similar landscaping and common area features, without a connection to the public wastewater sanitary sewer system.**
- 2. Water use shall be measured by a water meter dedicated solely to the supply of the irrigation system, exclusive of any other use of potable water, installed in a location to be accessible for inspection by the Village without interference or interruption to building tenants or occupants, as specified in section 8-5-7 of this code.**
- 3. An Irrigation system shall be charged for the use of the municipal waterworks system only, based on the amount of water consumed, as measured by the dedicated water meter, at the “water only” rate as specified in section [2-4-5-3](#) of this code.**
- 4. Should potable water drawn or dispersed by an irrigation system, or a connection to the municipal waterworks system associated with the supply or dispersion of water through the irrigation system, be found by the Village to be used for any non-irrigation purpose that is contrary to the intent and terms of this inspection, the Village shall be authorized, after written notice to the account holder, to take any and all actions to enforce the violation, including imposing a fine as permitted by this code, shutting off water service to the irrigation system, and implementing other remedies as established by this code. The account holder for the irrigation system shall be charged for the use of the wastewater sanitary sewer system, based on the amount of water consumed as measured by the dedicated irrigation water meter, at the “sanitary sewer only” rate as specified in section [2-4-5-3](#) of this code, retroactive to the date of the latest inspection of the water meter installed for the irrigation system.**

Section 3. Severability. In the event a court of competent jurisdiction finds this Ordinance or any provision hereof to be invalid or unenforceable as applied, such finding shall not affect the validity of the remaining provisions of this Ordinance and the application thereof to the greatest extent permitted by law.

Section 4. Repeal and Savings Clause. All ordinances or parts of ordinances in conflict with this Ordinance are hereby repealed; provided, however, that nothing herein contained shall affect any rights, actions, or causes of action which shall have accrued to the Village of Gilberts prior to the effective date of this Ordinance.

Section 5. Effective Date. This Ordinance shall be in full force and effect from and after its approval in the manner provided by law.

PASSED BY ROLL CALL VOTE OF THE BOARD OF TRUSTEES of the Village of Gilberts, Kane County, Illinois, this ____ day of _____, 2015.

	<u>Ayes</u>	<u>Nays</u>	<u>Absent</u>	<u>Abstain</u>
Trustee Dan Corbett	_____	_____	_____	_____
Trustee Nancy Farrell	_____	_____	_____	_____
Trustee Louis Hacker	_____	_____	_____	_____
Trustee Elissa Kojzarek	_____	_____	_____	_____
Trustee David LeClerc	_____	_____	_____	_____
Trustee Guy Zambetti	_____	_____	_____	_____
President Rick Zirk	_____	_____	_____	_____

APPROVED this _____ day of _____, 2015

(SEAL)

Village President Rick Zirk

ATTEST: _____
Village Clerk, Debra Meadows

Published: _____

VILLAGE OF GILBERTS

KANE COUNTY

STATE OF ILLINOIS

ORDINANCE NUMBER 25-2015

An Ordinance creating a policy for the computer, electronic communication, and social media use by Elected and Appointed Officials and Employees of the Village of Gilberts

**ADOPTED BY THE
PRESIDENT AND BOARD OF TRUSTEES
OF THE
VILLAGE OF GILBERTS
KANE COUNTY
STATE OF ILLINOIS**

_____, 2015

Published in pamphlet form by authority of the President and Board of Trustees of the Village of Gilberts, Kane County, Illinois this ____ day of _____, 2015.

AN ORDINANCE CREATING A POLICY FOR THE COMPUTER, ELECTRONIC COMMUNICATION, AND SOCIAL MEDIA USE BY ELECTED AND APPOINTED OFFICIALS AND EMPLOYEES OF THE VILLAGE OF GILBERTS

WHEREAS, the Corporate Authorities of the Village of Gilberts, (the "Village"), County of Kane, State of Illinois, recognize that the use of electronic communication and research via the Internet, municipal e-mail, social media sites, voice mail, facsimile, or other electronic communications systems is an important tool to facilitate and conduct Village business and to provide better service to the residents of the Village of Gilberts; and

WHEREAS, the Corporate Authorities of the Village also desire to protect the integrity of these important methods of communication and set forth uniform standards for the use by all Elected and Appointed Officials and Employees of the Village.

NOW, THEREFORE, BE IT ORDAINED by the President and Village Board of Trustees that the following provisions be added to the Village's Personnel Manual.

Section 1.

I. Purpose

Our computer, e-mail, voice-mail, Internet systems, social media sites, and electronic devices are very important ways for us to communicate with each other and our residents. The purpose for use of the Village of Gilberts' computer system and devices is to conduct public business and to obtain and convey Village information in furtherance of public goals. For both legal and practical reasons, it is essential that we work together to maintain the integrity of these systems and devices.

This computer, electronic communication, and social media policy applies to all elected and appointed officials, and employees of the Village. Thus, for purposes of administering and enforcing the computer, electronic communication, and social media policy, the term "employee" used in this policy includes all elected and appointed officials and employees of the Village.

II. Employer Monitoring of Village Equipment

A. No Expectation of Privacy.

Employees have no expectation of privacy with respect to messages or files sent, received or stored in the Village's computer system, e-mail, voice-mail, Internet systems, gateways or other electronic devices. Communications made using the Village's computer system or electronic devices are subject to release under the Freedom of Information Act and may also be subject to disclosure in court or internal investigation.

B. Right to Monitor.

1. The Village reserves the right to monitor your Village computer, e-mail, voice-mail, Internet systems, or other electronic device at any time to make sure employees are complying with this policy. The Village reserves the

right to use content-management tools to monitor, review, or block content on Internet and social media sites that violate the Village's policies.

2. The Village can access all communications on Village equipment for any and all reasons including, but not limited to: (i) system administration and maintenance; (ii) when there is an urgent business reason; (iii) to ensure compliance with this policy; and (iv) as required to comply with a court order or legal obligation to produce records or information. (Remember, even if material is erased or deleted from these electronic systems or devices, it can often be reconstructed and retrieved; assume, therefore, that every message you create is public information.)
3. The Village also reserves the right to revoke your access to its computer, e-mail, voice-mail, Internet systems, or other electronic device with or without notice at any time for any violation of this policy.

III. Employee Use of Village Electronic Equipment

We comply with all copyright, licensing, employment-related and other laws, agreements, policies, and regulations. In order to ensure compliance with these regulations, and to protect our systems from damage due to viruses, we have established the following policies which all employees and officials must follow.

A. Consent to Policy.

Use of the Village's computer, e-mail, voice-mail, social media sites, Internet systems, and electronic devices, including without limitation laptops, tablets, cellular phones, and similar devices, will be deemed to constitute the employee's consent to comply with this policy and recognition that any such messages or communications may be monitored or recorded.

B. Village Property.

The computer, e-mail, voice-mail, Internet systems, and electronic devices provided for your use are the exclusive property of the Village. Anything generated by the use of these systems and devices is the property of the Village, even when created through the use of a personal password or through the use of software you downloaded from another source. Please be cautious in what you create on the computer or electronic device, since electronic communications may be saved to the computer or electronic device back-up systems and may continue to exist even though the user deletes them from his or her computer or electronic device.

C. Access to Your Account.

You are to access and use only the computer, e-mail, voice-mail, Internet accounts, and electronic devices assigned to you. You are responsible for the security of the e-mail, voice-mail, Internet accounts and electronic devices assigned to you. E-mail, voice-mail, Internet account, or electronic device passwords are not to be disclosed to anyone outside the Village.

D. Access to Other's Accounts.

On occasion, you may need to access the computer or the computer files of others. This can only be done when for the purpose of serving the needs of a resident and with permission of your supervisor. Unless you have specific authorization, you are not to:

1. Access another's computer, e-mail, voice-mail, Internet accounts, or electronic devices;
2. Listen to or publish another person's e-mail, voice-mail message, text message, or Internet communications;
2. Copy, retrieve, modify or forward copyrighted materials; or
3. Install any computer programs or applications on any Village computer or electronic device without the express permission of the Village Administrator or his/her designee.

E. Privileged Communications

Some of the messages sent, received or stored in the e-mail system may be privileged communications between the Village and its attorneys, or other entities. Upon receipt of any such message, users are to immediately report the receipt of the privileged communication to the Village Administrator and follow his/her instructions for disposition or dissemination of the communication.

F. Limited Personal Use.

The Village's computer, e-mail, voice-mail, Internet systems, social media sites and electronic devices are intended to be used for Village purposes. Limited personal use may be permitted; however, it must not interfere with the activities required to perform the duties of your position. Abuses of personal use, to be determined in the sole discretion of the Village, may result in loss of personal privileges, discipline or discharge.

G. Inappropriate Material.

Intentional retrieval of any Internet materials or e-mail messages that contain pornographic materials or inappropriate subject matter may lead to immediate termination of all involved (no matter when discovered).

H. Use in a Professional Manner.

The Village's computer, e-mail, voice-mail, Internet systems, social media sites and electronic devices are to be used in a professional manner only. When using the Village's computer, e-mail, voice-mail, Internet systems, social media sites and electronic devices, do not use derogatory, inappropriate and/or non-

professional language, including, but not limited to, language which may constitute profanity, slander, obscenity, or any form of harassment. Likewise, you may not use the Village's computer, e-mail, Internet systems, social media sites and electronic devices to discuss the use of alcohol and drugs or explicitly describe sexual behavior. Use of computer, e-mail, voice-mail, the Internet, social media sites or electronic devices for an inappropriate purpose or to harass or personally attack other individuals is expressly prohibited. Do not defame, publish or announce derogatory information to or about another person at the Village, the Village itself and/or its residents through the use of the Village's computer, e-mail, voice-mail, Internet systems, social media sites and/or electronic devices. Examples of remarks that constitute harassment and bullying include, but are not limited to, comments that are derogatory with respect to race, religion, gender, sexual orientation, or disability; sexually suggestive, humiliating or demeaning comments; and threats to stalk, haze or physically injure another employee or resident.

I. Permission to Post Pictures or Images.

Employees must not post pictures of Village residents or other Village employees on the Internet without obtaining written permission from the Village Administrator or his/her designee.

J. Compliance with Laws.

Use of the Village's computer, e-mail, voice mail, Internet systems, social media sites or electronic devices in a manner which is a violation of local, state or federal law will be considered a violation of this policy.

K. Report Improper Access.

If someone else gains access to your computer, e-mail, voice-mail, Internet accounts, or electronic devices with your knowledge and permission, and uses your account or device in violation of this policy, you will be held responsible for that violation. Therefore, if you feel that someone has obtained access to your password, you should immediately inform the Village Administrator.

IV. Employee Use of Social Media or Other Online Sites

A. Identification as Village Employee.

1. Employees who use or are a member of social networking sites are hereby on notice, by receipt of this policy, that by identifying themselves on these websites as a Village employee, he or she may be perceived to be holding him or herself out as a representative of the Village. Because the Village has limited control over these private sites, the Village encourages employees not to list the Village as his or her employer.
2. If an employee does identify himself or herself as an employee of the Village, any postings that are not done in order to further the business of

the Village or pursuant to a Village marketing plan or strategy pursuant to the instructions of the employee's supervisor should contain a disclaimer that these postings are solely the opinion of the individual employee and that these positions do not reflect the views or philosophy of the Village, its officials, employees, or citizens, such as the following:

*The views expressed by the author
on this site is the author's alone and do
not represent the views of the Village.*

B. Online Activities.

1. An employee's online presence may reflect the Village and, therefore, employees must be aware that his or her actions captured via images, posts, or comments can reflect the image of the Village and its other employees. Employees are encouraged to be respectful to the Village, officers, employees, agents, and citizens in their online activities.
2. All postings, photos, images or other communications by an employee regarding service to, or employment with the Village, which are false or misleading about the Village, its officials or employees, may subject the employee to disciplinary action consistent with this policy.
3. Information published on an employee's social networking site must comply with the Village's confidentiality and disclosure policies. This also applies to comments posted on other's social networking sites.
4. The Village seal or other logo, trademarks, or symbols used to identify the Village may not be used in an unlawful manner.
5. No confidential, personal, or identifying information, including photos, shall be posted with regard to any services rendered by the Village or relating to any resident.
6. Posting photos of employees in their Village uniforms or other apparel identified with the Village is prohibited unless written permission is obtained.
7. Village personnel are discouraged from posting any work-related complaints or specific grievances regarding the elected officials, management or supervisory staff, or other employees of the Village, but shall instead utilize the procedure in place such as the complaint procedure or the union grievance procedure.
8. Nothing in this Policy should be interpreted nor will it be enforced in such a manner as to violate employees' protected labor and First Amendment rights.

V. Disciplinary Action

All employees who violate this policy may be subject to disciplinary action, up to and including termination. The Village further reserves the right to take legal action where necessary against employees who engage in prohibited or unlawful conduct. The disciplinary action will be in accordance with the respective union collective bargaining agreements to which the Village is a party, if applicable.

Section 2. Severability. In the event a court of competent jurisdiction finds this Ordinance or any provision hereof to be invalid or unenforceable as applied, such finding shall not affect the validity of the remaining provisions of this Ordinance and the application thereof to the greatest extent permitted by law.

Section 3. Repeal and Saving Clause. All ordinances or parts of ordinances in conflict with this Ordinance are hereby repealed; provided, however, that nothing herein contained shall affect any rights, actions, or causes of action which shall have accrued to the Village of Gilberts prior to the effective date of this Ordinance.

Section 4. Effective Date. This Ordinance shall be in full force and effect from and after its approval in the manner provided by law.

PASSED BY ROLL CALL VOTE OF THE BOARD OF TRUSTEES of the Village of Gilberts, Kane County, Illinois, this ____ day of ____ 2015.

	<u>Ayes</u>	<u>Nays</u>	<u>Absent</u>	<u>Abstain</u>
Trustee Dan Corbett	_____	_____	_____	_____
Trustee Louis Hacker	_____	_____	_____	_____
Trustee Nancy Farrell	_____	_____	_____	_____
Trustee Elissa Kojzarek	_____	_____	_____	_____
Trustee David LeClerc	_____	_____	_____	_____
Trustee Guy Zambetti	_____	_____	_____	_____
President Rick Zirk	_____	_____	_____	_____

APPROVED this _____ day of _____, 2015

(SEAL)

Village President Rick Zirk

ATTEST:

Village Clerk, Debra Meadows

Published: _____

VI. Acknowledgment

Village employees must sign the following written acknowledgment that they have received, read, understand, and agree to comply with this policy.

Receipt of Village's Computer, Electronic Communication and Social Media Policy

I, _____, have received and reviewed the policy entitled
(Print Name)

"Village of Gilberts" Computer, Electronic Communication, and Social Media Policy for Village Employees." My signature below indicates that I understand all of the terms set forth in this policy, that I hereby acknowledge receipt of the policy and that I agree to abide by all the terms specified in the policy.

I understand that if I have questions or concerns at any time about the policy, I will consult my immediate supervisor, my supervisor's manager, or the Executive Director for clarification.

Finally, I understand that the contents of the policy may change at any time.

Please read this policy carefully before you sign this document.

Signature _____

Dated: _____

VILLAGE OF GILBERTS

KANE COUNTY

STATE OF ILLINOIS

ORDINANCE NUMBER 26-2015

An Ordinance Authorizing the Disposal of Personal Property Owned by the Village of Gilberts

**ADOPTED BY THE
PRESIDENT AND BOARD OF TRUSTEES
OF THE
VILLAGE OF GILBERTS
KANE COUNTY
STATE OF ILLINOIS**

_____, 2015

Published in pamphlet form by authority of the President and Board of Trustees of the Village of Gilberts, Kane County, Illinois this ____ day of _____, 2015.

VILLAGE OF GILBERTS

**AN ORDINANCE AUTHORIZING THE DISPOSAL OF
PERSONAL PROPERTY OWNED BY THE VILLAGE OF GILBERTS**

WHEREAS, it is the opinion of the corporate authorities of the Village of Gilberts that it is no longer necessary, useful, or in the best interest of the Village to retain ownership of the personal property described in this Ordinance; and

WHEREAS, the Village of Gilberts finds and determines that it will dispose of the personal property in a manner described in this Ordinance;

THEREFORE, BE IT ORDAINED 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 Ordinance as though set forth in this Section 1.

Section 2: **Disposal of Surplus Property.** The President and Trustees find that the personal property described in Exhibit A attached to this Ordinance ("Surplus Property") is no longer necessary or useful to the Village and that the Police Department for the Village of Gilberts is hereby authorized to direct the sale or disposal of the Surplus Property in the manner most appropriate to the Village. The Surplus Property shall be sold or disposed of in an "as is" condition.

Section 3: Each section, paragraph, sentence, clause and provision of this Ordinance is separable and if any provision is held unconstitutional or invalid for any reason, such decision shall not affect the remainder of this Ordinance, other than the part affected by such decision.

Section 4: Upon its passage and approval according to law, this Ordinance shall, by authority of the Board of Trustees, be published in pamphlet form. Publication date: _____. Effective date: _____.

Section 5: This Ordinance shall take effect upon its passage and approval according to law.

PASSED BY THE BOARD OF TRUSTEES this ____ day of _____, 2015 by roll call vote as follows:

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

Village President, Rick Zirk

(SEAL)

ATTEST:

Debra Meadows, Village Clerk



GILBERTS POLICE DEPARTMENT

86 Railroad Street
Gilberts, Illinois 60136
(847) 428-2954

Louis Rossi
Chief of Police

Date: 09 October 2015

To: Ray Keller
Village Administrator

From: Louis Rossi
Chief of Police

Subject: Ordinance Request

Ray,

I am requesting an ordinance authorizing the disposal of personal property owned by the Village of Gilberts as described below:

Police Squad #1
Year: 2009
Make: Chevrolet
Model: Impala
VIN: 2G1WS57M691224586
Mileage: 108,978

Once ordinance is passed the vehicle will be auctioned off through Obenauf Auction Service Inc., 810 Magna Drive, Round Lake, Illinois 60073, TX 847.546.2095.

September 22, 2015

Memo: BD2015-001

To: Ray Keller, Village Administrator

From: John Swedberg, Chief Building Inspector

Subject: Security/Burglar System Permits

The Building Department is requesting to no longer issue permits to single family homes for wire-less security systems. Until the past few years, the security systems install in the single family homes in Gilberts were primarily a hard wired system. Once permitted, the security system installer would drill holes in the homes in the location they needed to run the wire between the control panel and the individual indicating devices at windows and doors. More often than not, an inspection would reveal that the drilled holes were not filled with a material that would be used as a proper draft or fire stop.

Today, the security industry is widely in use of wire-less systems. There is a control panel mounted on the wall that through radio frequencies monitors the indicating devices around the home. There are no holes drilled, no real need to look for draft stopping issues, thus reducing the need for an inspection.

The Building Department would like to cease issuing permits to single family homes for low voltage wireless security systems. The permit fee we charge is \$92.00. The Village averages about 20 systems a year. And many installations are completed by the homeowners who have purchased the equipment on-line or from a store. But with no real need to conduct an inspection, we feel that we cannot justify the need for the permit.

Your consideration of this request is appreciated.