


Village of Gilberts

Village Hall
87 Galligan Road, Gilberts, IL 60136
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www.villageofgilberts.com

Village Administrator Memorandum 80-15

TO: President Rick Zirk
Village Board of Trustees

FROM: Ray Keller, Village Administrator 

DATE: October 16, 2015

RE: Village Board Meeting – October 20, 2015

The following summary discusses the agenda items for the Village Board meeting scheduled for October 20, 2015:

1. CALL TO ORDER

2. ROLL CALL / ESTABLISH QUORUM

3. PUBLIC COMMENT

4. CONSENT AGENDA

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

Staff recommend approval of the minutes from the October 6 meeting, which were reviewed at the October 13 Committee of the Whole meeting. Please contact Village Clerk Debra Meadows prior to the meeting with any corrections or questions.

B. Motion to approve Minutes from the October 13, 2015 Committee of the Whole Meeting

Staff recommend approval of the minutes from the October 13 Committee of the Whole meeting. Please contact Village Clerk Debra Meadows or Assistant Administrator Bill Beith prior to the meeting with any corrections or questions.

C. Motion to approve the September 2015 Treasurer's Report

Staff recommend approval of the provided Treasurer's Report for September 2015, which was reviewed and added to the consent agenda at the October 13 committee of the whole meeting. Please contact me or Finance Director Marlene Blocker with any questions or requests for additional documentation that may be needed before the meeting.

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

D. Motion to approve Bills & Salaries dated October 20, 2015

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

E. Motion to approve Ordinance 24-2015, an Ordinance amending the Village Code Title 8 "Water and Wastewater" with respect to irrigation systems

Staff recommend approval of the 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 was reviewed and added to the consent agenda at the October 13 committee of the whole 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.

F. Motion to approve Ordinance 26-2015, an Ordinance authorizing the disposal of personal property owned by the Village of Gilberts

Staff recommend approval of the 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.

The ordinance was reviewed and added to the consent agenda at the October 13 committee of the whole meeting. Please contact me or Chief Lou Rossi with any questions or requests for additional information that may be needed prior to the meeting.

G. Motion to approve Resolution 39-2015, a Resolution Approving the Executive Session Meeting Minutes

Staff recommend approval of this resolution to approve the release of the executive session minutes for five meetings to the public; approve but not release the minutes from two other executive sessions, and affirm the confidentiality of the minutes from 16 other executive sessions. Please contact Village Clerk Debra Meadows with any questions about the executive session minutes.

H. Motion to Receive and File the Comprehensive Annual Financial Report (CAFR) FY 2015

Staff recommend approval of this motion acknowledging the receipt of the FY 2015 Comprehensive Annual Financial Report (CAFR), the annual audit of the Village's finances completed by Lauterbach & Amen. The final audit report was discussed and

added to the consent agenda at the October 13 committee of the whole meeting. Please contact me or Finance Director Marlene Blocker with any questions or requests for information that may be needed prior to the meeting.

I. Motion to Receive and File the Illinois Department of Transportation Compliance Review No. 43 Report

Staff recommend approval of this motion acknowledging receipt of the Illinois Department of Transportation Compliance Review No. 43 report, which audits the Village's use of motor fuel taxes in FY 2015. IDOT did not find any discrepancies and approved the Village's use of MFT in FY 2015. Please contact me or Finance Director Marlene Blocker with any questions or requests for information that may be needed prior to the meeting.

5. ITEMS FOR APPROVAL

A. Motion to approve Ordinance 25-2015, an Ordinance creating a policy for the computer, electronic communication, and social media use by Employees and Appointed Officials 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.

From the direction provided at the October 13 committee of the whole meeting, the policy has been revised to remove references to elected officials, who are not subject to the disciplinary provisions of the policy. The policy would primarily apply to employees and secondarily to appointed officials, whose violation(s) of the policy could be grounds for removal by the Village Board. The format has also been changed to refer to the policy as an attachment to the authorizing ordinance.

Please contact me or Village Attorney Julie Tappendorf prior to the meeting if you have any questions or need more detailed information.

6. ITEMS FOR DISCUSSION

Please contact me or Village President Rick Zirk to add any topics for discussion.

7. STAFF REPORTS

Staff will provide any updates at the meeting.

8. BOARD OF TRUSTEES REPORTS

9. PRESIDENT'S REPORT

10. EXECUTIVE SESSION

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

11. ADJOURNMENT

Village Board of Trustees
Meeting Agenda
Village of Gilberts
87 GALLIGAN ROAD,
GILBERTS, ILLINOIS 60136
October 20, 2015
7:00 P.M.
A G E N D A

ORDER OF BUSINESS

1. CALL TO ORDER / PLEDGE OF ALLEGIANCE

2. ROLL CALL / ESTABLISH QUORUM

3. PUBLIC COMMENT

4. CONSENT AGENDA

- A. A Motion to approve Minutes from the October 6, 2015 Village Board Meeting
- B. A Motion to approve Minutes from the October 13, 2015 Committee of the Whole meeting
- C. A Motion to approve the September 2015 Treasurer's Report
- D. A Motion to approve Bills & Salaries dated October 20, 2015
- E. A Motion to approve Ordinance 24-2015, an Ordinance amending the Village Code Title 8 "Water and Wastewater" with respect to irrigation systems
- F. A Motion to approve Ordinance 26-2015, an Ordinance authorizing the disposal of personal property owned by the Village of Gilberts
- G. A Motion to approve Resolution 39-2015, a Resolution Approving the Executive Session Meeting Minutes.
- H. A Motion to Receive and File the Comprehensive Annual Financial Report (CAFR) FY 2015
- I. A Motion to Receive and File the Illinois Department of Transportation Compliance Review No. 43 Report

5. ITEMS FOR APPROVAL

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

6. ITEMS FOR DISCUSSION

7. STAFF REPORTS

8. BOARD OF TRUSTEES REPORTS

9. PRESIDENT'S REPORT

10. EXECUTIVE SESSION

A portion of the meeting will be closed to the Public, effective immediately as Permitted by 5 ILCS 120/2(c) (1) to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the Village, and as permitted by 5 ILCS 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.

11. ADJOURNMENT

Audience Participation

Anyone indicating a desire to speak during Public Comments portion of the Village Board Meeting will be acknowledged by the Village President. All remarks are to be addressed to the Village President and Board of Trustees as a whole, not to any specific person(s). Interrogation of the Village Staff, Village President, Village Board or any other negative comments will not be allowed at this time. Personal invectives against Village Staff or Elected Officials are not permitted.

To ensure that everyone who wishes to speak has the opportunity to do so, please limit your comments to five minutes. Additional time may be granted at the discretion of the Village President.

If you have written comments, please provide a copy to the Village President. If there are a number of individuals present to speak on the same topic, please designate a spokesperson that can summarize the issue.

During Public Comments, the Village President, Trustees and Staff will listen to comments and will not engage in discussion. The Village President or Trustees may ask questions to better understand your concern, suggestion or request. Please direct any personnel concerns to the Village Administrator before or after the meeting.

"The Village of Gilberts complies with the Americans Disabilities Act (ADA). For accessibility Assistance, please contact the Village Clerk at the Village Hall, telephone number is 847-428-2861". Assistive services will be provided upon request.

Village of Gilberts
87 Galligan Road
Gilberts, 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, IL 60136
Committee of the Whole
Meeting Minutes
October 13, 2015

NOT APPROVED MINUTES

Call to Order/Pledge of Allegiance

President Zirk called the meeting to order at 7:01 p.m. He proceeded to lead those present in the Pledge of Allegiance.

Roll Call/ Establish Quorum

Deputy Village Clerk Beith called the roll. Roll call: Members present: Trustees Kojzarek, Corbett, Zambetti, Hacker and President Zirk. Others present: Administrator Keller, Chief Building Inspector Swedberg, and Deputy Village Clerk Beith. For members of the audience please see the attached copy of the sign-in sheet. Trustee LeClerc arrived at 7:07pm.

Presentations

Construction Recycling Business Introduction – American Wood Recycling.

Administrator Keller provided a brief overview of the project using computer based maps of the proposed project area. Administrator Keller noted the site was roughly five acres, had well and septic, and would require re-zoning and a special use permit with variations. Administrator Keller then introduced Brian Baugh of Storino, Ramello & Durkin, an attorney representing Midwest Companies. Attorney Baugh then introduced Steve Berglund President Midwest Companies, Dave Pinter Vice President Midwest Companies, Chris Peters, Cornerstone Environmental, who would collectively aid in the presentation and take questions from the Board.

Mr. Pinter spoke first by providing a Midwest Companies background. The company has been in business for twenty five years and has locations in Wisconsin and Illinois. The current Illinois location is on leased land in Hoffman Estates. The desire to own the land under the company operations brings them to Gilberts. Mr. Pinter stated that Midwest Companies moved their executive offices to a building they purchased at 275 Sola Drive in 2013. Mr. Pinter described the operation of the proposed operation as a recycling facility for clean construction debris. As Mr. Pinter described the facility, a discussion covered the following:

Where does the wood go - Processed wood is sold to electrical generation plants in Wisconsin.

Containment of the sorted material - concrete containment walls for everything but the processed wood is discharged by conveyor to a pile on an asphalt pad.

Truck weight - Typical weight of an inbound truck is 44,000 pounds and typical weight of an outbound truck carrying recycled material is 78,000 pounds.

Noise abatement/sound levels - A berm will be in place along with planted vegetation. A sound level study will be conducted to develop a noise baseline for facility machinery and truck traffic. A typical grinder is about 97 decibels. Details of noise mitigation to meet existing Village Code will be presented.

Berm discussion - The width, height and slope of berms surrounding the operation were discussed. An evaluation will be made related to surrounding elevations, sight lines, and visual screening. Visual appeal from the street will be important.

Truck traffic movement discussion - General discussion of truck traffic issues included, a potential for up to 100 trucks per day, the potential of the American Wood Hoffman Estates location closing by 2018 with Gilberts receiving that additional truck traffic, conducting a traffic study, details on internal site traffic circulation, turning areas, limiting truck traffic in Old Town, signage for allowed/prohibited traffic movement, general discussion of traffic enforcement and the possible need for intersection improvements.

Hazardous waste sorting - How will inbound material be inspected & identified as free of hazardous materials, loads identified as hazardous will be rejected.

Recycled materials - a discussion of the materials to be sorted and recycled on site include, wood, metal, cardboard, shingles and drywall. An example used was a housing box (dumpster) placed in front of a construction site: anything placed in that container would be sorted at this site. Wood is the only item that will be processed on site.

IEPA Permit – Specific details related to the required IEPA permit will be supplied. The need for a CCD (Clean Construction debris) permit was discussed.

Distance to housing and surrounding businesses - a discussion focused on the acoustic and visual impact potential to surrounding properties. The use of online maps to measure distance estimated that the property is 1,900 feet from Town Center Blvd. 2600 feet to Old Town and 4,300 feet to the Conservancy. A detailed distance analysis will be completed.

Visual presentation – Discussion of exterior screening and the development of sketches along with profiles showing elevations, cross section elevations and points of view from various points outside of the proposed facility.

Hours of operation – Days of the week/Hours of operation will be detailed.

Storm water – Details on storm water management will be provided.

Windblown material – provide details on containment of wind blown particles.

Lighting – provide details on lighting the facility

Environmentally friendly operation – the facility will operate LEED, or Leadership in Energy & Environmental Design, a green building certification program that recognizes best-in-class building strategies and practices.

Following the presentation, Administrator Keller provided an overview of existing recycling facilities and stated this facility will not be self contained in a building and will require a variation to allow for certain elements of the operation outdoors. There was a general discussion of a tipping fee and consensus that American Wood Products would work with staff and bring the Board greater project detail focusing on the issues discussed in this meeting.

Comprehensive Annual Financial Report FY 2015 – Lauterbach & Amen LLP.

Jamie Wilkey of Lauterbach & Amen LLP provided an overview of the Comprehensive Annual Financial Report and took questions from the Board. Ms. Wilkey stated Finance Director Blocker did an outstanding job this year preparing for the report process. Ms. Wilkey noted the clean opinion of the

data and cited the Certificate of Achievement in Financial Reporting granted by GFOA for last year's PAFR and noted a small percentage of American communities get this award for excellence. Ms. Wilkey additionally pointed out the Village has about 6 ½ months of reserve funds. President Zirk commented that the twelve pages of the Management Discussion and Analysis provides an overview of the budget report and is a transparency component of the process.

Items for Discussion

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

President Zirk asked if any of the Board Members had any questions or comments on the minutes from the October 6th Village Board Meeting. The Board Members offered no comments on the October 6th meeting minutes. The minutes will be placed on the next consent agenda.

B) September 2015 Treasurer's Report

President Zirk asked if any of the Board Members had any questions or comments on the September 2015 Treasurer's Report. The Board Members offered no comments on the September 2015 Treasurer's Report. This Treasurer's Report will be placed on the next consent agenda.

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

Administrator Keller provided an update on this Ordinance amending Village Code Title 8 Water and Wastewater with respect to irrigation systems. A brief discussion on the topics of inspection and back charges ensued. Ordinance 24-2015, an Ordinance amending the Village Code Title 8 "Water and Wastewater" with respect to irrigation systems will be placed on the next consent agenda.

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

Administrator Keller provided an overview of 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 stating this policy update reflects changes in technology and the use of social media since the existing policy was put in place in 2007. A discussion ensued that centered on questions of 1st amendment rights, points of law, and individuals representing the Village in an online environment. Village Attorney Julie Tappendorf will attend the October 20, 2015 meeting and provide additional information and take questions from the Board.

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

Administrator Keller stated Ordinance 26-2015, an Ordinance authorizing the disposal of personal property owned by the Village of Gilberts is to allow the auction of a squad car as it is replaced by the purchase of a new car. Ordinance 26-2015, an Ordinance authorizing the disposal of personal property owned by the Village of Gilberts will be placed on the next consent agenda.

F) Security System Permits

Chief Building Inspector John Swedberg provided an overview of this topic stating that new residential alarm systems are typically wireless designs that require little installation. The permit would exclude these wireless residential systems and only include wired commercial systems.

Staff Reports

Chief Building Inspector John Swedberg provided the following updates:

- Town Center Park parking lot gravel area has been removed and replaced with black dirt and seed.
- The ground was given a slight depression to make installation of the skating rink easier.
- We expect delivery of the Town Center Park changeable copy board sign in several weeks.
- There are several areas of compliance with state law necessary to move forward with the splash park water reclamation project. John Swedberg, John Castillo and Randy Varas will attain pre qualified contractor status with the State of Illinois allowing them to oversee the splash park water reclamation project.
- The Village is close to receiving Kane County Department of Transportation approval for an entry sign at Tyrrell and Big Timber Road. The sign will require placement 75 feet from the centerline of the road.

Board of Trustees Reports

Trustee LeClercq stated the Road Closed sign at Tyrrell and Mason Road was blown down. Chief Building Inspector John Swedberg noted that was the jurisdiction of the City of Elgin, not a Village of Gilberts or a Kane County issue.

Trustee Hacker inquired about germination of the grass seed in the Town Center Park reseeding area. Chief Building Inspector John Swedberg stated it is not too late in the year for germination to occur.

President's Report

President Zirk had no report.

Public Comment

There was no public comment.

Executive Session

President Zirk inquired if there was any reason to enter into an executive session. Neither the Board Members or Staff expressed any reason to enter into executive session.

Adjournment

There being no further public business to discuss, **a Motion was made by Trustee Corbett and seconded by Trustee Hacker to adjourn from the public meeting at 9:08 p.m. Roll call: Vote: 6-ayes by unanimous voice vote.** 0-nays, 0-abstained. Motion carried.

Respectfully submitted, William Beith

Sign-in-Sheet

Name

Contact Information (Optional)

Chris Peters Cornerstone Environmental Group chris.peters@cornerstonecg.com

Tom WATSON

Green/Kangar

CASEY HUTTON

Phenol

PHOENIX

Brian Baugh

Midwest Companies Attorney

Dave Pinter

Midwest Companies

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>			
Water Fund:	<u>2,794,318.07</u>			
Motor Fuel Tax (MFT):	<u>553,646.65</u>			
Performance Bond/Escrow:	<u>370,197.65</u>			
TIF #1	<u>71,652.85</u>			
TIF #2	<u>175,528.63</u>			
Drug Forfeiture:	<u>11,132.60</u>			
Total Debits All Funds:	<u>7,522,486.64</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		

**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>
Interest Income:		Current YTD Credits:	<u>792,665.19</u>
(20-00-341) Money Market:	<u>44.94</u>	Previous YTD Debits:	<u>606,963.60</u>
(20-00-341) Checking:	<u>5.92</u>		<u>281.00</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>
Checks Written (Total):	<u>223,259.00</u>	Barrington Bank CD's:	<u>503,735.95</u>
Returned Checks	<u>472.80</u>	Union Bank CD's:	<u>1,200,604.96</u>
Transfer for Garbage	<u>38,248.65</u>	H2O MM Balance:	<u>117,009.95</u>
		H2O Illinois Funds	<u>913,439.28</u>
Ending Check Book Balance:	<u>117,009.95</u>	H2O CKG Balance:	<u>1,000.00</u>
Deposits in Transit:		Total balance:	<u>2,794,318.07</u>
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>	
<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>	

Direct Deposits

-

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>	Accounts Payable	<u>169,567.23</u>
	<u>9/15/2015</u>	Accounts Payable	<u>22,987.64</u>
	<u>9/15/2015</u>	Postage	<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>	<u>TOTAL</u>	<u>24.27</u>
<u>204990</u>	<u>6.00</u>		
<u>205002</u>	<u>5.37</u>		

GENERAL FUND CHECKING ACCT
01-00-103

Village of Gilberts:
Month Closed: September, 2015

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

Expenditures/Transfers:

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

Outstanding Checks:

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

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:
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				

20-00-104

Month Closed: September, 2015

Balance per Bank Statement:	913,147.03
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Expenditures/Transfers:

Date:

For:

Total:

Deposits:

	104.00	
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Total Deposits: 4,109.17

MFT MONEY MARKET
30-00-105

Village of Gilberts:
Month Closed: September, 2015

Beginning Book Balance:	130,478.56	Previous YTD Credits:	
Deposits (Total):	20,717.00	Current Credits:	20,782.90
Interest Income:	65.90	Current YTD Credits:	
(30-00-341) Money Market:		Previous YTD Debits:	
		Current Debits:	
Miscellaneous Income:		Current YTD Debits:	
Subtotal:	151,261.46		
Checks Written (Total):			
Returned Checks (Total):			
	-		
Ending Check Book Balance:	151,261.46		
Deposits in Transit:			
Outstanding Checks:			
Balance per Bank Statement:	151,261.46		

Expenditures/Transfers:

Date:	For:	Amount:
Total:		

Deposits:	
	20,717.00
Total Deposits:	

ILLINOIS FIRST MFT MM
30-00-104

Village of Gilberts:
Month Closed: September, 2015

Beginning Book Balance:	<u>402,369.76</u>	Previous YTD Credits:	<u>40,888.77</u>
			<u>20,782.90</u>
Deposits (Total):	<u></u>	Current Credits:	<u>15.43</u>
Interest Income:		Current YTD Credits:	<u>61,687.10</u>
(30-00-347) Money Market:	<u>15.43</u>	Previous YTD Debits:	<u>-</u>
		Current Debits:	<u>-</u>
Miscellaneous Income:	<u></u>	Current YTD Debits:	<u>-</u>
Subtotal:	<u>402,385.19</u>	MFT MM Balance	<u>151,261.46</u>
Checks Written (Total):	<u></u>	IL Funds Balance:	<u>402,385.19</u>
Returned Checks (Total):	<u></u>	Total balance:	<u>553,646.65</u>
Ending Check Book Balance:	<u>402,385.19</u>		
Deposits in Transit:	<u></u>		
Outstanding Checks:	<u>-</u>		
Balance per Bank Statement:	<u>402,385.19</u>		

Expenditures/Transfers:

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

Deposits:

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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:		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>
		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:		Current YTD Credits:	79,469.00
(31-00-341) Money Market:		Previous YTD Debits:	
Transfer from G/F (Impact Fees)	3,982.00	Current Debits:	-
Miscellaneous Income:		Current YTD Debits:	-
Subtotal:	241,989.59		
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>
	Total:	<u>-</u>

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

Total Deposits: 15,238.92

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>
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<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>
	Total:	<u>292.50</u>

Deposits:

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Total 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

DRAFT BILLS AND SALARIES
OCTOBER 20, 2015

VENDOR ID	VENDOR	GRAND TOTAL	GENERAL FUND	DEVELOPER DONATIONS	PERMIT PASS THURS	PERFORMANCE BONDS AND ESCROWS	WATER FUND	PAYROLL
		303,912.20	275,481.17	-	-	6,952.00	21,479.03	-
ACE002	ACE COFFEE BAR INC.	15.50	15.50					
AMALBANK	AMALGAMATED BANK OF CHICAGO	208,612.50	208,612.50					
ANCEL	ANCEL, GLINK, DIAMOND, BUSH,	12,168.75	5,448.75			6,720.00		
AZAVAR01	AZAVAR AUDIT SOLUTIONS, INC.	55.99	55.99					
B&F001	B&F CONSTRUCTION CODE SVC, INC	827.50	827.50					
B&K001	B&K POWER EQUIPMENT INC	172.00	172.00					
BANKCARD	CARD SERVICES	1,101.76	819.45				282.31	
BATTGUY	THE BATTERY GUY	149.99	149.99					
CALLONE	CALL ONE	1,462.36	1,140.27				322.09	
CAR001	INTEGRATED PURCHASING	107.97	107.97					
COM003	COMMONWEALTH EDISON	1,326.17	1,326.17					
CRE001	CRESCENT ELECTRIC SUPPLY	227.93	227.93					
CURTECH	CURRENT TECHNOLOGIES	1,980.23	1,980.23					
DANY001	FVA TREE SERVICE & LANDSCAPING	300.00	300.00					
DENT001	DENT BREAKAWAY INDUSTRIES	308.93	308.93					
ECONO	ECONO SIGNS LLC	86.54	86.54					
EPC001	ELGIN PAPER COMPANY	81.03	81.03					
GPPF01	GILBERTS POLICE PENSION FUND	1,677.12	1,677.12					
HENDER01	HENDERSON PRODUCTS, INC	262.90	262.90					
IFPCA01	ILLINOIS FIRE & POLICE	375.00	375.00					
IND001	INDELCO PLASTICS CORPORATION	99.52					99.52	
MANALY01	MCHENRY ANALYTICAL WATER	775.00					775.00	
MDCENV01	MDC ENVIRONMENTAL SVCS.	46,819.75	46,819.75					
MEN002	MENARDS - CARPENTERSVILLE	130.66	15.48				115.18	
MEYSIGN	MEYER SIGNS	160.00	160.00					
NIG001	NICOR	267.55					267.55	
ORION001	ORION LWS, INC.	1,595.00	1,595.00					
PETRO001	PETRIOLIANE	2,728.85					2,728.85	
PRIORITY	PRIORITY PROMOTIONS	178.00					178.00	
PROV002	PROVENA ST. JOSEPH HOSPITAL	39.00	39.00					
SHE001	SHELL OIL COMPANY	23.78	23.78					
SHRM	SOCIETY FOR HUMAN RESOURCE	190.00	190.00					
SUBLAB01	SUBURBAN LABORATORIES	812.00					812.00	
T0000448	YADIRA ARREOLA	116.00				116.00		
T0001625	INTERSTATE PARTNERS	12,960.00					12,960.00	
T0001858	MIKE QUAGLIA	22.00					22.00	
T0001859	TIMBER TRAILS VILLAS	2,232.00					2,232.00	

DRAFT BILLS AND SALARIES
OCTOBER 20, 2015

VENDOR ID	VENDOR	GRAND TOTAL	GENERAL FUND	DEVELOPER DONATIONS	PERMIT PASS THRUS	PERFORMANCE BONDS AND ESCROWS	WATER FUND	PAYROLL
T0001860	MAS TEC NORTH AMERICA	58.00				58.00		
T0001861	ROB VANNI	58.00				58.00		
TAUSS01	DAVID TAUSSIG & ASSOCIATES	2,250.00	2,250.00					
TOUS001	STEPHEN D. TOUSEY LAW OFFICE	300.00	300.00					
ULTRA01	ULTRA STROBE COMMUNICATIONS	110.00	110.00					
USABLUE	USA BLUEBOOK	306.60					306.60	
WCOM01	COMMONWEALTH EDISON-WATER	377.93					377.93	
WHITECAP	WHITE CAP CONSTRUCTION SUPPLY	2.39	2.39					

ORDINANCE 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 **(except as expressly provided otherwise in subsection E)**, 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. Approved Irrigation Systems: Notwithstanding the otherwise applicable provisions of this section, the applicable charge for water use by approved irrigation systems will be based on the following:

- 1. For the purposes of this subsection E, an irrigation system is 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. The charge for water use by an approved irrigation system shall be calculated based on the amount of water consumed by the irrigation system, as measured by the dedicated water meter, and assessed at the "water only" rate as specified in section 2-4-5-3 of this code. The water meter must be 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. The owner or account holder must request prior approval by the village of its irrigation system and dedicated water meter before it can qualify as an approved irrigation system under this subsection E.**
- 3. 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 in violation of this subsection 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 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.

**RESOLUTION
VILLAGE OF GILBERTS
APPROVE EXECUTIVE SESSION MEETING MINUTES**

WHEREAS, the Village Board of the Village of Gilberts, has met from time to time in executive session for purposes authorized by the Illinois Open Meetings Act; and

WHEREAS, pursuant to 5 ILCS 120/2.06, the Village Board recently conducted its quarterly review of executive session meeting minutes and has determined that certain executive session minutes should be released to the public; and

WHEREAS, the Village Board has determined that the executive session minutes not yet released should remain confidential, subject to further review and determination as to their appropriateness for release at a future date.

NOW THEREFORE, BE IT RESOLVED BY THE PRESIDENT AND BOARD OF TRUSTEES, OF THE VILLAGE OF GILBERTS, KANE COUNTY, ILLINOIS AS FOLLOWS:

Section 1: The Village Board has determined that the following approved executive session meeting minutes should now be released to the public:

RELEASED TO PUBLIC
February 10, 2015
February 24, 2015
April 7, 2015
June 2, 2015
June 9, 2015

Section 2:

The Village Board has determined that the following approved executive session minutes should remain confidential at this time, subject to further review and determination as to their appropriateness for release at a future date:

REMAIN CONFIDENTIAL
December 11, 2001
December 17, 2001
January 22, 2002
February 17, 2004
December 21, 2004
November 14, 2006
December 12, 2006
June 23, 2009 (Part 2)
July 14, 2009 (Part 2)
July 28, 2009
September 1, 2009
May 18, 2010

September 2, 2014
October 7, 2014
January 13, 2015
June 16, 2015

Section 3:

The Village Board hereby initially approves the following executive session minutes, which minutes will be scheduled for future review and determination as to whether to release to the public or keep confidential. Until such review, these meeting minutes shall remain confidential.

INITIAL APPROVAL – REMAIN CONFIDENTIAL
July 7, 2015
July 14, 2015

Section 4:

This Resolution shall take full force and effect upon its passage and approval as provided by law.

Passed this _____ day of _____, 2015 by a roll call vote as follows:

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

Rick Zirk
Village President

(SEAL)

ATTEST:

Debra Meadows
Village Clerk



Illinois Department of Transportation

Division of Highways / Region 1 / District 1
201 West Center Court / Schaumburg, Illinois 60196-1096

LOCAL ROADS AND STREETS

Motor Fuel Tax – Compliance Review No. 43
Village of Gilberts
Kane County

VIA CERTIFIED MAIL

September 28, 2015

Ms. Debra Meadows
Village Clerk
Village of Gilberts
87 Galligan Road
Gilberts, IL 60136-9015

Dear Ms. Meadows:

Enclosed is a copy of Compliance Review No. 43 covering the receipt and disbursement of Motor Fuel Tax (MFT) Funds by the Village for the period beginning May 1, 2014 and ending April 30, 2015.

Please note that any deficiencies (balances in brackets) indicated on the Summary of Motor Fuel Tax Fund Transactions by Section and Categories (BLR 15106) have been cleared.

This report should be presented to the Village President and Board of Trustees at the first regular meeting after receipt of this letter, and filed as a permanent record.

If you have any questions or need additional information, please contact Marilyn D. Solomon, Field Engineer, at (847) 705-4407 or via email at Marilyn.Solomon@illinois.gov.

Very truly yours,

John Fortmann, P.E.
Deputy Director of Highways,
Region One Engineer

A handwritten signature in black ink, appearing to read 'C. Holt'.

By:
Christopher J. Holt, P.E.
Bureau Chief of Local Roads and Streets

Enclosure

cc: Marlene Blocker, Finance Director w/encl.



Agency: VILLAGE OF GILBERTS

Audit for:

- ☒ Motor Fuel Tax
- ☐ Township Bridge
- ☐ Special Assessment
- ☐ G.O. Bond Issue
- ☐ MFT Fund Bond Issue

Compliance Review Year(s): 2014 - 2015

Compliance Review No.: 43

Date: September 23, 2014



Compliance Reviewer's Certificate

VILLAGE OF GILBERTS

Compliance Review No. 43

We hereby certify that we have reviewed the books and records in so far as they pertain to the receipt and disbursement of the Motor Fuel Tax Fund of the Village of GILBERTS for the period beginning May 1, 2014 and ending April 30, 2015, and that entries for receipts in these books and records are true and correct and are in agreement with the records maintained by the Department of Transportation and that entries for disbursements are supported by cancelled warrants or checks with exceptions noted in the compliance review findings.


Compliance Reviewer

REVIEWED AND APPROVED BY


District Local Roads and Streets Engineer

Date:

9/23/2015



VILLAGE OF GILBERTS

Compliance Review No. 43

Review Period May. 1, 2014 - April 30, 2015

Date: September 23, 2014

Fund Balance	Unobligated	Obligated	Total	Outstanding Warrants		
Balance Previous Audit	433,905.35	28,228.76	462,134.11			
Allotments	241,250.07	0.00	241,250.07			
Total MFT Funds	675,155.42	28,228.76	703,384.18			
Approved Authorizations	(150,782.50)	150,782.50	0.00			
Other Receipts		281.83	281.83			
Total	524,372.92	179,293.09	703,666.01			
Disbursements		211,706.46	211,706.46			
Surplus (Credits)	59,290.62	(59,290.62)	0.00			
Unexpended Balance	583,663.54	(91,703.99)	491,959.55			
Bank Reconciliation						
Balance in Fund per Bank Certificate April 30, 2015			361,546.04			
Deduct Outstanding Warrants						
Union Bank Account Balance / Supp Allotments			130,413.51			
Additions						
Subtractions						
Net Balance in Account April 30, 2015			491,959.55			

Certified Correct

Ami R. Wenz
Compliance Reviewer



VILLAGE OF GILBERTS

Compliance Review No. 43

Compliance Review Period: May 1, 2014 to April 30, 2015

Purpose of Compliance Review : To determine the status of Motor Fuel Tax Funds as of April 30, 2015,

The other receipts to the Motor Fuel Tax Fund were \$281.83 received as follows:

2015 Interest	281.83
---------------	--------

Total received:	\$281.83
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Audit Period: January 1, 2014 - April 30, 2015

Compliance Review No. 43

Page 1 of 1
9/23/2015 2:13 PM

ORDINANCE 25-2015

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

WHEREAS, the Corporate Authorities of the Village of Gilberts, 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 employees and appointed officials of the Village; and

WHEREAS, the Corporate Authorities desire to adopt a policy for use of its computers, devices, and other electronic communications by employees and appointed officials, as set forth in the Policy described in this Ordinance;

BE IT ORDAINED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF GILBERTS, KANE COUNTY, ILLINOIS, as follows:

Section 1. Recitals. The recitals listed above are incorporated into this Ordinance as if fully set forth in this Section 1.

Section 2. Approval of Policy. The Village President and Board of Trustees hereby approve the "Policy For the Use of Computers, Electronic Communications, and Social Media by Employees and Appointed Officials of the Village of Gilberts, attached as Exhibit A ("***Policy***")".

Section 3. Severability. In the event a court of competent jurisdiction finds this Ordinance or the Policy to be invalid or unenforceable as applied, that finding will not affect the validity of the remaining provisions of this Ordinance or Policy to the greatest extent permitted by law.

Section 4. Repeal and Saving Clause. All ordinances or parts of ordinances in conflict with this Ordinance are hereby repealed except that nothing in the Ordinance or Policy will affect any rights, actions, or causes of action that have accrued to the Village prior to its effective date.

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 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: _____

**AN ORDINANCE CREATING A POLICY FOR THE USE OF COMPUTERS,
ELECTRONIC COMMUNICATIONS AND SOCIAL MEDIA BY EMPLOYEES
AND APPOINTED OFFICIALS OF THE VILLAGE OF GILBERTS**

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.

II. Scope

This computer, electronic communication, and social media policy applies to all employees and appointed officials 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 employees and appointed officials of the Village.

III. 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.

IV. 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.

V. 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.

VI. Disciplinary Action

All employees who violate this policy may be subject to disciplinary action, up to and including termination or removal from their appointed positions. 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.

VII. 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)

"Policy For the Use of Computers, Electronic Communications and Social Media by Employees and Appointed Officials of the Village of Gilberts." 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 the Village Administrator 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: _____