VILLAGE OF GILBERTS

87 GALLIGAN ROAD,
GILBERTS, ILLINOIS 60136

Special Village Board Meeting

MEETING AGENDA

Village Hall Board Room

87 Galligan Road, Gilberts IL.60136

November 8, 2016- 7:00 P.M.

ORDER OF BUSINESS

1. **CALL TO ORDER / PLEDGE OF ALLEGIANCE**

2. **ROLL CALL / ESTABLISH QUORUM**

3. **PUBLIC COMMENT**
   Intended for public comment on issues not otherwise on this agenda, comments being solicited when individual issues are discussed

4. **CONSENT AGENDA**
   A. A Motion to approve Minutes from the October 18, 2016 Village Board Meeting
   B. A Motion to ratify Bills & Payroll dated November 8, 2016

5. **ITEMS FOR APPROVAL**

6. **ITEMS FOR DISCUSSION**
   A. Expense Reimbursement Policy
   B. Mowing Outsource
   C. Ice Rink

7. **STAFF REPORTS**
   A. October 2016 Treasurer's Report

8. **TRUSTEES' REPORTS**

9. **PRESIDENT'S REPORT**

10. **EXECUTIVE SESSION (If necessary)**
    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**

Public Comment Policy

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).

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.

NOT APPROVED MINUTES

Village of Gilberts
87 Galligan Road
Gilberts, IL 60136
Village Board
Meeting Minutes
October 18, 2016

Call to Order/Pledge of Allegiance
President Zirk called the meeting to order at 7:00 p.m. He proceeded to lead those present in the Pledge of Allegiance.

Roll Call/Establish Quorum
Clerk Meadows called the roll. Roll call: Members present: Trustees Kojzarek, Corbett, LeClercq, Farrell, Hacker and President Zirk. Others present: Administrator Sakas, Assistant Administrator Beith, Finance Director Blocker and Chief Rossi. For members of the audience please see the attached copy of the sign-in sheet.

Trustee Zambetti arrived at 7:03 p.m.

Recognition
Village of Gilberts Police Department Officers-Lifesaving award
President Zirk along with Chief Rossi presented Office Hector Pulgar with a lifesaving certificate along with a lifesaving uniform metal. Chief Rossi reported that Officer Meador was unable to attend tonight's recognition ceremony. However, upon his return he will present Officer Meador with his certificate and lifesaving uniform metal.

President Zirk recognized the officers by stating the following comments. "On September 18, 2016 the officers responded to an ambulance call on Glenbrook Circle. Being the first to arrive on the scene, the officers entered the residence and observed the resident who was unresponsive and in need of medical assistance. Both of them quickly assessed the resident's condition and determined that immediate medical assistance was needed prior to the arrival of the paramedics. Drawing upon their training and experience, they administered CPR and utilized their Automated External Defibrillator to revive and maintain the resident until the paramedics arrived. Their training and skills and dutiful service were clearly displayed on this day". President Zirk commended the Officers for their outstanding performance. On behalf of the Village of Gilberts President Zirk thanked the Officers for their dedication and commitment to the Community.

Public Comment

President Zirk asked if anyone in the audience had any questions or comments for the Board Members. Resident Robert Borgardt addressed the Board. He reported that he was in attendance on behalf of the Gilberts Grizzlies. He noted that School District 300 and the Grizzlies are currently in the process of petitioning the Village for a Special Use Permit to allow for the installation of permanent lights on the Gilberts Elementary School's football field scoreboard and inquired if the Board Members would consider waiving the Special Use application fee. President Zirk noted that both organizations are non-profit and in the past the Board's policy has been to waive the fees for non-profit organizations. The Board Members agreed to waive the application fees. Mr. Borgardt thanked the Board Members for their kind consideration in this matter.

Consent Agenda

A. **A Motion to approve Minutes from the October 4, 2016 Village Board Meeting**
B. **A Motion to approve the September 2016 Treasurer's Report**
C. **A Motion to approve Bills & Payroll dated October 18, 2016 as follows: General Fund $293,576.44, Performance Bonds and Escrows $19,408.85, Water Fund $10,921.19 and Payroll $75,932.69**

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

Items for Approval

A Motion to approve Ordinance 11-2016, an Ordinance authorizing the Disposal of Surplus Property Owned by the Village of Gilberts

Administrator Sakas reported that this Ordinance is self explanatory with Exhibit "A" listing the items for disposal. Trustee LeClercq inquired on the cost of the online auction service. Administrator Sakas reported that there is no out of pocket cost to the Village. The purchaser pays 10% to the online auctioneer provider. There being no further discussion on the motion, **a Motion was made by Trustee Farrell and seconded by Trustee Zambetti to approve Ordinance 11-2016, an Ordinance authorizing the Disposal of Surplus Property Owned by the Village of Gilberts.** Roll call: Vote: 6-ayes: Trustees Corbett, LeClercq, Zambetti, Farrell, Hacker and Kojzarek. 0-nays, 0-abstained. Motion carried.

A Motion to approve Resolution 28-2016, a Resolution adopting the amended Village of Gilberts' Emergency Management Plan

Chief Rossi reported he along with Trustee LeClercq and Deputy Fire Chief Meyer had collaborated on updating the emergency plan. The Board Members offered no comments on the updated emergency plan. **A Motion was made by Trustee Hacker and seconded by Trustee Farrell to approve Resolution 28-2016, a Resolution adopting the amended Village of Gilberts' Emergency Management Plan.** Roll call: Vote: 6 ayes: Trustees LeClercq, Zambetti, Farrell, Hacker, Kojzarek and Corbett. 0-nays,0-abstained. Motion carried.

A Motion to approve Resolution 29-2016, a Resolution authorizing a Connection Incentive Program Agreement between the Village of Gilberts and T Corporation

President Zirk asked if Staff could adopt a policy so that this Connection Incentive Program Agreement could be handled by the administration staff. Administrator Sakas stated he would research if Staff can approve the agreement and report back. There being no further discussion on the motion, **a Motion was made by Trustee LeClercq and seconded by Trustee Zambetti to approve Resolution 29-2016, a Resolution authorizing a Connection Incentive Program Agreement between the Village of Gilberts and T Corporation.** Roll call: Vote: 6-ayes: Trustees Zambetti, Farrell, Hacker, Kojzarek, Corbett and LeClercq. 0-nays, 0-abstained. Motion carried.

Items for Discussion

Ryland-Town Center Townhome Parking

Administrator Sakas discussed CalAlantic's third proposed plan to add additional townhome parking stalls. He reported that this plan adds 4 additional guest parking stalls to accommodate unit 230's request. Administrator Sakas noted that if the Board Members were in favor of the plan Staff will begin the process of amending the PUD and the Annexation Agreement. Administrator Sakas inquired if the Board Members would be in favor of the Village issuing the construction permit for unit 231 before the PUD and Annexation amendments are approved and reserving the right to hold the occupancy permit until the PUD and Annexation amendments are approved.

President Zirk noted that this plan addressed the concerns expressed by the residents of unit 230 and the concerns the other townhome resident expressed with respect to the loss of green space. President Zirk noted that the Board Members goal is to provide a positive impact on the neighborhood not a negative impact on the other townhome residents.

A lengthy discussion ensued with suggestions on ways in which to add a few more parking stalls. Trustee Hacker discussed his proposed plan.

CalAlantic President, Kevin Johnson reported that he will take the Trustees' suggestions under advisement and investigate other possible additional parking stalls without infringing on any of the green space.

President Zirk inquired if Administrator Sakas had received clear direction from the Board. Administrator Sakas stated yes. He understood that Staff could issue the construction permit for unit 231 and proceed with the process to amend the PUD and Annexation agreements.

President Johnson thanked the Board Members for their time.

Staff Reports

Administrator Sakas reported that Staff had placed an ice rink survey on Facebook and to date 140 residents have responded of which all but 10 had voted yes. There was some discussion on the possible location of the ice rink. Staff will draft several location options and forward the options onto the Board Members for their feedback.

Administrator Sakas reported that School District 300's special use permit petition will go before the Plan Commission on November 9th.

Administrator Sakas reported that Staff had conducted the TIF Joint Board of Review annual meeting today. The TIF books will be closed out for the 2016 year.

Administrator Sakas reported that the yearly residential calendar and the winter newsletter have been sent to the commercial printer.

Administrator Sakas reported that the annual fall bonfire is scheduled for this coming Saturday at Memorial Park from 3:30-5:30 p.m.

Assistant Administrator Beith reported that WOW has experienced some construction delays due to the locate process. However, they are still on track to have the fiber installation completed by November.

Chief Rossi thanked the Board Members for recognizing Officer Hector and Office Meador. Chief Rossi reported that this year's trick or treat hours are Monday, October 31st from 3:00-7:00 p.m.

Board of Trustees' Report

The Board Members offered no comments.

President's Report

President Zirk commented on the recent Fire Department's ISO rating. He reported this year's rating had improved over the last several years ratings and should reduce homeowners' insurance rates.

President Zirk invited all in attendance to attend the annual fall bonfire on Saturday.

Executive Session

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

Adjournment

There being no further public business to discuss, **a Motion was made by Trustee Hacker and seconded by Trustee Zambetti to adjourn from the public meeting at 7:41 p.m.** Roll call: Vote: 6-ayes by unanimous voice vote. 0-nays, 0-abstained. Motion carried.

Respectfully submitted,

Debra Meadows

Village of Gilberts

87 Galligan Road

Gilberts, Illinois 60136

Village Board Meeting

October 18, 2016

7:00 p.m.

Sign-in-Sheet

Name	Contact Information (Optional)
Jeanne Allen	
Carl Alagna	
Robert Borgardt	183 Tollview Terr
Jack Rood	51 Railroad St
Amy Rood	51 Railroad St
[illegible]	[illegible]
Mimi Garcia	Gilberts/Town Center

BILLS AND SALARIES TO BE RATIFIED 11-8-16

VENDOR ID	VENDOR	GRAND TOTAL	GENERAL FUND	TIF PAYMENTS	PERMIT PASS THRUS	PERFORMANCE BONDS AND ESCROWS	WATER FUND	PAYROLL
		389,727.55	**61,936.92**	**208,994.99**	**6,052.50**	**1,001.00**	**43,536.85**	**68,205.29**
	PAYROLL 10/16 THRU 10/29	61,564.00						61,564.00
	E-RECORDING FEE	61.00	61.00					
	NOVEMBER HEALTH INSURANCE	25,743.29	19,102.00					6,641.29
ACE002	ACE COFFEE BAR INC.	22.50	22.50					
ALTPOW01	ALTERNATE POWER INDUSTRIES	379.50					379.50	
ANCEL	ANCEL, GLINK, DIAMOND, BUSH	3,022.50	3,022.50					
AT&TUV01	AT&T U-VERSE	75.00	75.00					
B&F001	B&F CONSTRUCTION CODE SVC.	6,407.50	135.00		6,052.50	220.00		
B&W001	BAXTER & WOODMAN INC.	520.00				520.00		
BEITHWM	WILLIAM BEITH	43.16	43.16					
BONNELL	BONNELL INDUSTRIES, INC.	1,768.78	1,768.78					
BRANIFF	BRANIFF COMMUNICATIONS, INC.	694.20	694.20					
BS&A001	BELLEFEUIL SZUR & ASSOCIATES	33,340.00	16,670.00				16,670.00	
BUGMAN	THE BUG MAN	33.00	33.00					
CAN01	CANON FINANCIAL SERVICES	578.50	578.50					
CAR001	INTEGRATGED PURCHASING SVC.	64.22	40.24				23.98	
CDWG01	CDW GOVERNMENT, INC.	484.98	484.98					
COM003	COMMONWEALTH EDISON	546.29	546.29					
DISC001	REINALT-THOMAS CORPORATION	383.00	383.00					
DREAM01	DREAM POOLS	1,900.00	1,900.00					
DYNEGY01	DYNEGY ENERGY SERVICES	16,020.37					16,020.37	
EMBCOF	EMBASSY CANTEEN	42.62	42.62					
EXXON01	WRIGHT EXPRESS FSC	2,694.21	2,456.88				237.33	
GPPF01	GILBERTS POLICE PENSION FUND	771.38	771.38					
ICOP001	ICOP	125.00	125.00					
ISAWWA	ILLINOIS SECTION AWWA	42.00					42.00	
MACCARB	MACCARB, INC.	58.25	58.25					
MARACO01	MARCO TECHNOLOGIES, LLC	390.74	280.74				110.00	
MEN002	MENARDS-CARPENTERSVILLE	577.28	336.02				241.26	
METRO001	METRO WEST COUNCIL	50.00	50.00					
MORTSALT	MORTON SALT, INC.	3,058.59					3,058.59	
MUNICAP	MUNICAP, INC.	3,923.75	3,923.75					
NAPA01	DUNDEE NAPA AUTO PARTS	356.84					356.84	
NWWS01	FERGUSON WATERWORKS #2516	1,081.84					1,081.84	

BILLS AND SALARIES TO BE RATIFIED 11-8-16

VENDOR ID	VENDOR	GRAND TOTAL	GENERAL FUND	TIF PAYMENTS	PERMIT PASS THRUS	PERFORMANCE BONDS AND ESCROWS	WATER FUND	PAYROLL
OCARROLL	O'CARROLL ELECTRIC, INC	1,225.00	1,225.00					
PAC001	PACES AUTO SERVICE	1,638.85					1,638.85	
PRABUS01	PRAIRIE BUSINESS PARK TIF	208,994.99		208,994.99				
PHY001	PHYSICIANS IMMEDIATE CARE	347.00					347.00	
RAO001	RAY O'HERRONS	169.99	169.99					
RUDYK01	RUDY KOSANOVICH	140.00	140.00					
RUTLAND	RUTLAND-DUNDEE FPD	300.00	300.00					
SCUFF01	RICHARD SPINKER	630.00	630.00					
STAPLES	STAPLES ADVANTAGE	75.93	75.93					
STERLING	STERLING CODIFIERS,INC.	130.00	130.00					
SUBLAB01	SUBURBAN LABORATORIES	944.00					944.00	
TESSEN	TESSENDORF MECHANICAL	1,203.31	1,203.31					
THIRD01	THIRD MILLENNIUM ASSOCIATES	96.33					96.33	
TOMPECK	TOM PECK FORD OF HUNTLEY	288.12	288.12					
T0001868	PHOENIX EXTERIORS, INC.	29.00				29.00		
T0001918	RAHC CONSTRUCTION SERVICES	58.00				58.00		
T0001994	MICHAEL J. COLLINS	58.00				58.00		
T0001995	ANTHONY PASTORELLI	58.00				58.00		
T0001996	SALVATORE A. MARINO	58.00				58.00		
UNION01	UNION NATIONAL BANK OF ELGIN	3,510.54	3,510.54					
USABLUE	USA BLUEBOOK	487.24					487.24	
VERIZ01	VERIZON WIRELESS	266.21	266.21					
WCOM01	COMMONWEALTH EDISON-WATER	398.05					398.05	
WHITECAP	WHITE CAP CONSTRUCTION SUPPLY	1,796.70	393.03				1,403.67	

Check Warrant Report	
Payroll Checks From 10/16 THRU 10/29	
Employee Name	
	Net Pay
Arnott, Christopher	810.79
Baresel, Gerald	1,298.55
Beith, William	1,533.06
Block, Todd J	1,895.09
Bielak, Branden	693.26
Blocker, Marlene	1,459.73
Castillo, John	1,773.76
Corbett, Dan	221.49
Danca, Karen	434.31
Farrell, Nancy	221.49
Gregory, Daniel	203.99
Gutierrez, Jose	358.26
Hacker, Louis	176.49
Haufe, Neal	430.27
Hernandez, Jason	1,478.34
Hill, Jeff R	1,653.75
Izydorski, Michael	337.16
Joswick, Christopher	404.42
Joswick, Michael	2,177.60
Klaras, Jason	1,357.36
Kojzarek, Elissa	230.87
Leclercq, David	221.49
Lorkowski, Michael	215.19
Maculitis, Jerome	328.44
Meador, Eric E.	1,594.62
Meadows, Debra	1,518.39
Mueller, Steve	234.59
Pulgar, Hector L	2,048.00
Quercia, William	787.44
Richolson, Bradley	1,631.60
Rood, Jackie E. Jr	1,991.54
Rossi, Louis	1,393.77
Ruemelin, Zachary	1,733.26
Russell, Claudine	981.86
Sakas, George	2,994.89
Siegbahn, Lisa	640.00
Swedberg, John L	2,093.47
Vidales, Anthony	1,357.97
Waller, Todd	215.19
Wittenauer, Robert	198.99
Zambetti, Guy	221.49
Zirk, Rick	443.00
PAYROLL LIABILITIES:	
Federal Tax Deposits	16,521.32
ICMA-RC	746.00
Illinois Department of Revenue	2,139.41
State Disbursement Unit	162.04
Total All Checks	61,564.00

RESOLUTION NO. _____

A RESOLUTION APPROVING AN EXPENSE REIMBURSEMENT POLICY

WHEREAS, the Village of Gilberts is a non-home rule unit of local government; and

WHEREAS, the Illinois General Assembly recently enacted Public Act 99-0604 (effective January 1, 2017) requiring all non-home rule units of local government to adopt by resolution or ordinance a policy governing reimbursement of all travel, meal, and lodging expenses of officers and employees; and

WHEREAS, the Village Board of Trustees of the Village of Gilberts finds it to be in the best interest of the Village to adopt such a policy;

THEREFORE, BE IT RESOLVED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF GILBERTS 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. Adoption of Policy. In accordance with Public Act 99-0604, the Board of Trustees hereby approves and adopts the Village of Gilberts Expense Reimbursement Policy attached as Exhibit A and incorporated into this Section 2.

Section 3. Effective Date. This Resolution shall be in full force and effect from and after its passage and approval in accordance with law.

ADOPTED THIS _____ DAY OF _____, 2016, pursuant to roll call vote as follows:

	Ayes	Nays	Absent	Abstain
Trustee David LeClercq	_____	_____	_____	_____
Trustee Dan Corbett	_____	_____	_____	_____
Trustee Nancy Farrell	_____	_____	_____	_____
Trustee Louis Hacker	_____	_____	_____	_____
Trustee Elissa Kojzarek	_____	_____	_____	_____
Trustee Guy Zambetti	_____	_____	_____	_____
President Rick Zirk	_____	_____	_____	_____

APPROVED THIS _____ DAY OF _____, 2016

_____
Village President, Rick Zirk

(SEAL)

ATTEST: _____
Village Clerk, Debra Meadows

Reimbursement of Travel, Meal and Lodging Expenses Policy

A. Purpose.

The Village of Gilberts will reimburse employee and officer travel, meal, and lodging expenses incurred in connection with approved travel, meal, and lodging expenses incurred on behalf of the Village. Employees and officers are expected to exercise the same care in incurring expenses for official business as a prudent person would in spending personal funds.

B. Definitions.

"Entertainment" includes, but is not limited to, shows, amusements, theaters, circuses, sporting events, or any other place of public or private entertainment or amusement, unless ancillary to the purpose of the program or event.

"Maximum allowable reimbursement" means the maximum amount that may be reimbursed for travel, meal, and lodging expenses, which is set at $1,500 per travel event.

"Travel" means any expenditure directly incident to official travel by employees and officers of the Village involving reimbursement to travelers or direct payment to private agencies providing transportation or related services.

C. Authorized Types of Official Business.

Travel, meal and lodging expenses will be reimbursed for employees and officers of the Village only for purposes of official business conducted on behalf of the Village. These include but are not limited to off-site or out-of-town meetings related to official business and approved seminars, conferences and other educational events related to the employee's or officer's official duties. If you are unsure whether an expense is reimbursable, please contact the Administrator.

D. Categories of Expenses.

1. **Airfare** – Travelers are expected to obtain the lowest available airfare that reasonably meets business travel needs. Travelers are encouraged to book flights at least 30 days in advance to avoid premium airfare pricing. Only coach or economy tickets will be paid or reimbursed. The traveler will pay for the difference between higher priced tickets and coach or economy tickets with his or her personal funds.

2. **Personal Automobiles** – Mileage reimbursement will be based on mileage from the work location office to the off-site location of the official business, not from the employee's or officer's residence. When attending a training event or other off-site official business directly from an employee's or officer's residence, no reimbursement will be made if the distance is less than the mileage of a normal commute to the workplace. If the distance is higher than the employee's or officer's normal commute, reimbursement will be paid based on the differential of the commute less the mileage of a normal commute to the workplace. An employee or officer will be reimbursed at the prevailing IRS mileage rate. The traveler will only be reimbursed up to the price

of a coach airfare ticket if they drive to a location for which airfare would have been less expensive.

3. **Automobile Rentals** – Travelers will be reimbursed for the cost of renting an automobile including gasoline expense only as provided in this section. Travelers using rental cars to conduct official business are required to purchase insurance through the rental agency. Car rental insurance will cover the vehicle during personal use, e.g., using the vehicle after the conference has ended. Compact or mid– size cars are required for two or fewer employees or officers traveling together and a full– size vehicle may be used for three or more travelers. The traveler must refuel the vehicle before returning it to the rental company.

4. **Public Transportation** – In the case of local training or official business where an employee or officer chooses to use public transportation, reimbursement for use of public transportation is based on mileage from the agency office to the training site (not from the traveler's residence), regardless of the transportation method chosen. When attending training or business directly from an employee's or officer's residence, no reimbursement will be made if the distance is less than the mileage of a normal commute to the workplace. If the distance is higher than the traveler's normal commute, reimbursement will paid at the differential of the commute less the mileage of a normal commute to the workplace.

5. **Other Transportation** – The traveler should utilize hotel shuttle service or other shuttle services, if available. If none are offered, the use of the most economic transportation is encouraged.

6. **Hotel/Motel Accommodations** – The traveler will be reimbursed for a standard single-room at locations convenient to the business activity. In the event of a change in plans or a cancellation, the traveler must cancel the hotel/motel reservation so as not to incur cancellation charges. Cancellation charges will not be reimbursed by the Village unless approved by a vote of the Board of Trustees of the Village.

7. **Meals** - Meal reimbursement is limited to the current U.S. General Services Administration (GSA) regulations in place at the time the expense is occurred. Prior approval by the Board of Trustees of the Village and submission of receipts are required for per diem allowances. Meals provided by the conference or seminar should be deducted from the per diem allowance. Partial reimbursement may be made for departure and return days based on time. Meals during in-state travel that is not an overnight stay will be reimbursed for actual cost not to exceed the GSA regulations.

8. **Vacation in Conjunction with Business Travel** – In cases where vacation time is added to a business trip, any cost variance in airfare, car rental, lodging and/or any other expenses must be clearly identified on the Travel, Meal, and Lodging Expense Report form and paid by the traveler.

9. **Accompanied Travel** – When a traveler is accompanied by others not on official business, any lodging, transportation, meals or other expenses above those incurred for the authorized traveler will not be reimbursed by the Village.

10. **Parking** – Parking fees at a hotel/motel, conference center, or other site will be reimbursed only with a receipt.

11. **Entertainment Expenses** - No employee or officer of the Village shall be reimbursed for any entertainment expense, unless ancillary to the purpose of the program, event or other official business.

E. Approval of Expenses.

1. **Expenses for Members of the Village Board of Trustees.** All travel, meal, and lodging expenses incurred by any member of the Board of Trustees of the Village must be approved by roll call vote at an open meeting of the Board of Trustees.

2. **Expenses for Officials or Employees Other than Members of the Board of Trustees.** Travel, meal, and lodging expenses incurred by any official or employee not covered by paragraph E.1 (member of the Board of Trustees) that is in excess of the maximum allowable reimbursement, as defined in Section B of this policy, must be approved by roll call vote at an open meeting of the Board of Trustees.

3. **Advanced Expenses.** Travel, meal, and lodging expenses advanced as a per diem to any employee or official of the Village must be approved by roll call vote at an open meeting of the Board of Trustees prior to payment. Documentation of expenses must be provided in accordance with Sections C, D and F of this policy, and any excess from the per diem must be repaid.

4. **Other Expenses.** All other expenses that do not fall within paragraphs E.1, E.2, or E.3 are subject to the Village Administrator's approval.

F. Documentation of Expenses.

Before an expense for travel, meals, or lodging may be approved under Section E of this Policy, the following minimum documentation must first be submitted, in writing, to the Village Administrator on a Travel, Meal, and Lodging Expense form:

1. an estimate of the cost of travel, meals, or lodging if expenses have not yet been incurred or a receipt of the cost of the travel, meals, or lodging if the expenses have already been incurred;

2. the name of the individual who received or is requesting the travel, meal, or lodging expense;

3. the job title or office of the individual who received or is requesting the travel, meal, or lodging expense; and

4. the date or dates and nature of the official business for which the travel, meal, or lodging expense was or will be expended.

All documents and information submitted in connection with this policy are public records subject to disclosure under the Freedom of Information Act.

G. Travel, Meal, and Lodging Expense Report Form.

The Village hereby adopts as its official standardized form for the submission of travel, meal, and lodging expenses the Travel, Meal, and Lodging Expense Report form attached hereto and incorporated herein as Attachment 1.

Village of Gilberts
TRAVEL, MEAL AND LODGING EXPENSE REIMBURSEMENT FORM

Name of Official or Employee: _____

Title/Position of Official or Employees: _____

Name and Date of the Activity/Event: _____

Check Number (if applicable): _____

Credit Card Receipt Number (if applicable): _____

Description of the purpose of the expense:

_____
_____
_____
_____

Reimbursement Expense (estimated costs for pre-approval, or actual costs to be reimbursed, with receipts, if applicable):

Mileage: _____

Meals: _____

Parking: _____

Hotel/Lodging: _____

Car rental: _____

Airfare: _____

Other Transportation (bus, train, taxi, car share, shuttle, etc): _____

Total Reimbursement Expense for the Travel Event: _____

Employee's/Officer's Signature: _____
Date: _____

Administrator's Authorization: _____
Date: _____

ATTACH ALL RECEIPTS

Ancel Glink
Diamond Bush DiGianni & Kraftheffer

A Professional Corporation
140 South Dearborn Street, Suite 600
Chicago, IL 60603
www.ancelglink.com

Julie A. Tappendorf
jtappendorf@ancelglink.com
(P) 312.604.9182
(F) 312.782.0943

MEMORANDUM

To: Village President & Board of Trustees

CC: Village Administrator

From: Julie A. Tappendorf

Subject: Compliance with Local Government Travel Expense Control Act

Date: October 28, 2016

The Illinois General Assembly recently passed P.A. 99-604 adopting the Local Government Travel Expense Control Act. That law places new obligations on local governments regarding reimbursement of local officials' expenses. The law goes into effect on January 1, 2017, and we wanted the Village Board to have for review a draft policy in advance of the effective date.

The Local Government Travel Expense Control Act applies to school districts, community college districts, counties, municipalities, townships, special districts (i.e., park districts, library districts, fire protection districts, etc), and various other units of local government. Home-rule units of government are not subject to the new law. The Village of Gilberts, as a non-home rule municipality is subject to the law.

The law places two new obligations on the Village:

1. to adopt by ordinance or resolution a local policy on expense reimbursements (section 10) and

2. to approve by roll call vote of the corporate authorities any expenses that exceed the maximum allowable reimbursement established by the local policy (section 15).

The new law also prohibits the Village from reimbursing entertainment expenses. (section 25)

The various provisions of the law are summarized below.

1. Adoption of Local Expense Reimbursement Policy

Under the new law, the Village must adopt a local expense reimbursement policy by ordinance or resolution that contains, at a minimum, the following provisions:

1. The types of official business for which travel, meal, and lodging expenses are allowed.
2. The maximum allowable reimbursement for travel, meal, and lodging expenses.
3. A standardized form for submission of travel, meal and lodging expenses that includes spaces for the following information:
   - an estimate of the cost of travel, meals or lodging if the expense has not yet been incurred or receipts for those expenses if they have already been incurred;
   - the name and job title or position of the individual requesting reimbursement;
   - the dates and nature of the official business in which the expenses were or will be expended.

If the Village fails to adopt a local reimbursement policy, the law provides that no travel, meal or lodging expenses may be paid by the Village.

2. Approval of Expenses

In addition to adopting a formal policy, the new law requires the Village to formally approve all expenses incurred by members of the corporate authorities (Village Board) and any expense by any other Village official or employee that exceeds the maximum allowed under the local policy. These approvals must be by the corporate authorities and by roll call vote at an open meeting.

3. Prohibition on Entertainment Expenses

Section 25 of the new law prohibits a covered unit of local government from reimbursing any government official or employee for "any entertainment expense." These are defined to include the following:

- shows
- amusements
- theaters
- circuses
- sporting events
- any other place of public or private entertainment or amusement unless ancillary to the purpose of the program or event

The attached draft policy includes all of the required provisions of the new law, and guidance to staff on how to administer the required reimbursement forms, recordkeeping requirements, and various other procedures relating to the new law.

Village of Gilberts

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

Assistant Village Administrator Memorandum

TO: Village President and Board of Trustees

CC: George Sakas, Village Administrator

FROM: William Beith, Assistant Village Administrator

DATE: November 4, 2016

RE: MOWING RFP Summary

Following is a summary of the material received in response to the RFP for mowing services.

The Village issued a request for proposals to outsource the mowing currently managed by the public works department. The RFP identified 36 locations that require mowing. Each location was assigned a frequency of mowing; weekly, bi-weekly or monthly. The mowing season was identified as April 1st through October 31st which creates a mowing schedule of 28 weekly events, 14 bi-weekly events and 7 monthly events. These all occur within a 7 month period. The mowing locations and frequency are based on the existing public works mowing schedule.

Vendors submissions were inserted into a spreadsheet which calculated a cost based upon frequency. A single cost was identified for each weekly, bi-weekly and month mowing location list. A monthly cost was calculated as follows; the sum of weekly times four, the sum of bi-weekly times two, and monthly time one which were added together to create a monthly total. This was in turn multiplied by seven (months) to generate an annual total cost of service.

The Village received seven submissions in response to the mowing RFP;

- Monarch 75 Koppie Dr. Gilberts Il 60136
- Ed & Sons Landscaping 905 Craig St. Algonquin Il. 60102
- Orion LWS 121 Center Dr. Gilberts Il. 60136
- Acres Group 610 W. Liberty St. Wauconda Il. 60084
- Uno Mas Landscaping 140 N. Barrington Rd. Streamwood IL. 60107
- Trinity Inc. 1050 Tamanac Dr. Carpentersville IL.
- Village of Gilberts Public Works Department

Please refer to the attached spreadsheet for a detailed breakdown of the submissions.

MAP LOCATION	Monarch			Ed & Son's Landscaping			Orion LWS			Acres Group			Uno Mas Landscaping			Trinity Inc			Village of Gilberts Public Works		
	WEEKLY	BI WEEKLY	MONTHLY	WEEKLY	BI WEEKLY	MONTHLY	WEEKLY	BI WEEKLY	MONTHLY	WEEKLY	BI WEEKLY	MONTHLY	WEEKLY	BI WEEKLY	MONTHLY	WEEKLY	BI WEEKLY	MONTHLY	WEEKLY	BI MONTHLY	MONTHLY
1			$30.00			$35.00			$25.00			**$55.26**			$10.00			$28.57			
2			$200.00			$150.00			$200.00			$134.44			$320.00			$42.86			
3	$30.00			$15.00			$15.00			$16.69			$10.71			$21.43					
4		$150.00			$270.00			$105.00			$83.94			$214.29			$57.14				
5		$130.00			$195.00			$70.00			$107.45			$53.57			$67.50				
6	$90.00			$40.00			$24.00			$36.06			$42.86			$18.57					
7	$55.00			$40.00			$15.00			$37.83			$42.86			$18.57					
8	$100.00			$95.00			$45.00			$59.64			$53.57			$57.14					
9	$467.00			$550.00			$240.00			$351.90			$385.71			$246.43					
10	$42.00			$35.00			$25.00			$27.22			$32.14			$21.43					
11	$48.00			$45.00			$32.00			$86.88			$75.00			$21.43					
12	$60.00			$50.00			$32.00			$75.06			$48.21			$27.86					
13	$70.00			$35.00			$15.00			$26.41			$42.86			$17.86					
14	$60.00			$40.00			$65.00			$72.91			$8.57			$28.57					
15	$60.00			$35.00			$32.00			$56.48			$42.86			$25.00					
16			$150.00			$50.00			$300.00			$93.49			$150.00			$128.57			
17	$120.00			$245.00			$87.50			$254.00				$160.71			$71.43				
18	$810.00			$840.00			$445.00			$1,024.14			$642.86			$564.29					
19	$110.00			$90.00			$65.00			$94.13			$85.71			$46.43					
20	$88.00			$120.00			$65.00			$91.15			$42.86			$42.86					
21	$88.00			$40.00			$32.00			$66.66			$53.57			$28.57					
22	$1,244			$990.00			$275.00			$442.38			$642.86			$607.14					
23	$73.00			$50.00			$25.00			$61.28			$42.86			$17.86					
24	$73.00			$80.00			$32.00			$80.31			$85.71			$46.43					
25	$100.00			$80.00			$32.00			$70.34			$85.71			$46.43					
26	$60.00			$45.00			$25.00			$69.87			$42.86			$39.29					
27	$50.00			$45.00			$25.00			$64.55			$42.86			$39.29					
28	$300.00			$220.00			$170.00			$252.91			$214.29			$160.71					
29		$45.00			$95.00			$35.00			$92.18			$42.86			$35.71				
30	$30.00			$30.00			$15.00			$17.31			$10.71			$14.29					
31	$60.00			$45.00			$32.00			$36.66			$32.14			$21.43					
32	$40.00			$35.00			$15.00			$32.57			$32.14			$14.29					
33			$150.00			$330.00			$300.00			$100.56			$120.00			$42.86			
34	$80.00			$70.00			$50.00			$57.19			$53.57			$23.57					
35			$150.00			$160.00			$200.00			$93.40			$471.43			$142.86			
36			$30.00			$15.00			$25.00			$55.49			$42.86	$142.86			$142.86		
COLUMN TOTAL	$4,408.00	$325.00	$710.00	$4,005.00	$560.00	$740.00	$1,930.50	$210.00	$1,050.00	$3,562.53	$283.57	$532.64	$2,896.07	$471.43	$1,114.29	$2,360.00	$231.79	$528.57			
	↓ MONTHLY COST CALCULATED BY↓			↓ MONTHLY COST CALCULATED BY↓			↓ MONTHLY COST CALCULATED BY↓			↓ MONTHLY COST CALCULATED BY↓			↓ MONTHLY COST CALCULATED BY↓			↓ MONTHLY COST CALCULATED BY↓					
	WEEKLY X 4	BI MONTHLY X 2	MONTHLY X 1	WEEKLY X 4	BI MONTHLY X 2	MONTHLY X 1	WEEKLY X 4	BI MONTHLY X 2	MONTHLY X 1	WEEKLY X 4	BI MONTHLY X 2	MONTHLY X 1	WEEKLY X 4	BI MONTHLY X 2	MONTHLY X 1	WEEKLY X 4	BI MONTHLY X 2	MONTHLY X 1			
	$17,632.00	$650.00	$710.00	$16,020.00	$1,120.00	$740.00	$7,722.00	$420.00	$1,050.00	$14,250.12	$567.14	$532.64	$11,584.29	$942.86	$1,114.29	$9,440.00	$463.57	$528.57			
	↓ TOTAL MONTHLY COST ↓ 4X WEEKLY + 2X BIWEEKLY + MONTHLY			↓ TOTAL MONTHLY COST ↓ 4X WEEKLY + 2X BIWEEKLY + MONTHLY			↓ TOTAL MONTHLY COST ↓ 4X WEEKLY + 2X BIWEEKLY + MONTHLY			↓ TOTAL MONTHLY COST ↓ 4X WEEKLY + 2X BIWEEKLY + MONTHLY			↓ TOTAL MONTHLY COST ↓ 4X WEEKLY + 2X BIWEEKLY + MONTHLY			↓ TOTAL MONTHLY COST ↓ 4X WEEKLY + 2X BIWEEKLY + MONTHLY					
	$18,992.00			**$17,880.00**			**$9,192.00**			**$15,349.90**			**$13,641.43**			**$10,432.14**			**$8,357.14**		
	Monarch			**Ed & Son's Landscaping**			**Orion LWS**			**Acres Group**			**Uno Mas Landscaping**			**Trinity Inc**			**Village of Gilberts**		
	Annual Cost =			**Annual Cost =**			**Annual Cost =**			**Annual Cost =**			**Annual Cost =**			**Annual Cost =**			**Annual Cost =**		
	Total Monthly Cost X 7			**Total Monthly Cost X 7**			**Total Monthly Cost X 7**			**Total Monthly Cost X 7**			**Total Monthly Cost X 7**			**Total Monthly Cost X 7**			**Total Monthly Cost X 7**		
	$132,944.00			**$125,160.00**			**$64,344.00**			**$107,449.30**			**$95,490.00**			**$73,025.00**			**$58,500.00**		

Village of Gilberts
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Village Administrator Memorandum

TO: President Rick Zirk & the Village Board of Trustees

FROM: George Sakas, Village Administrator

DATE: November 4, 2016 for the November 8 Committee of the Whole meeting

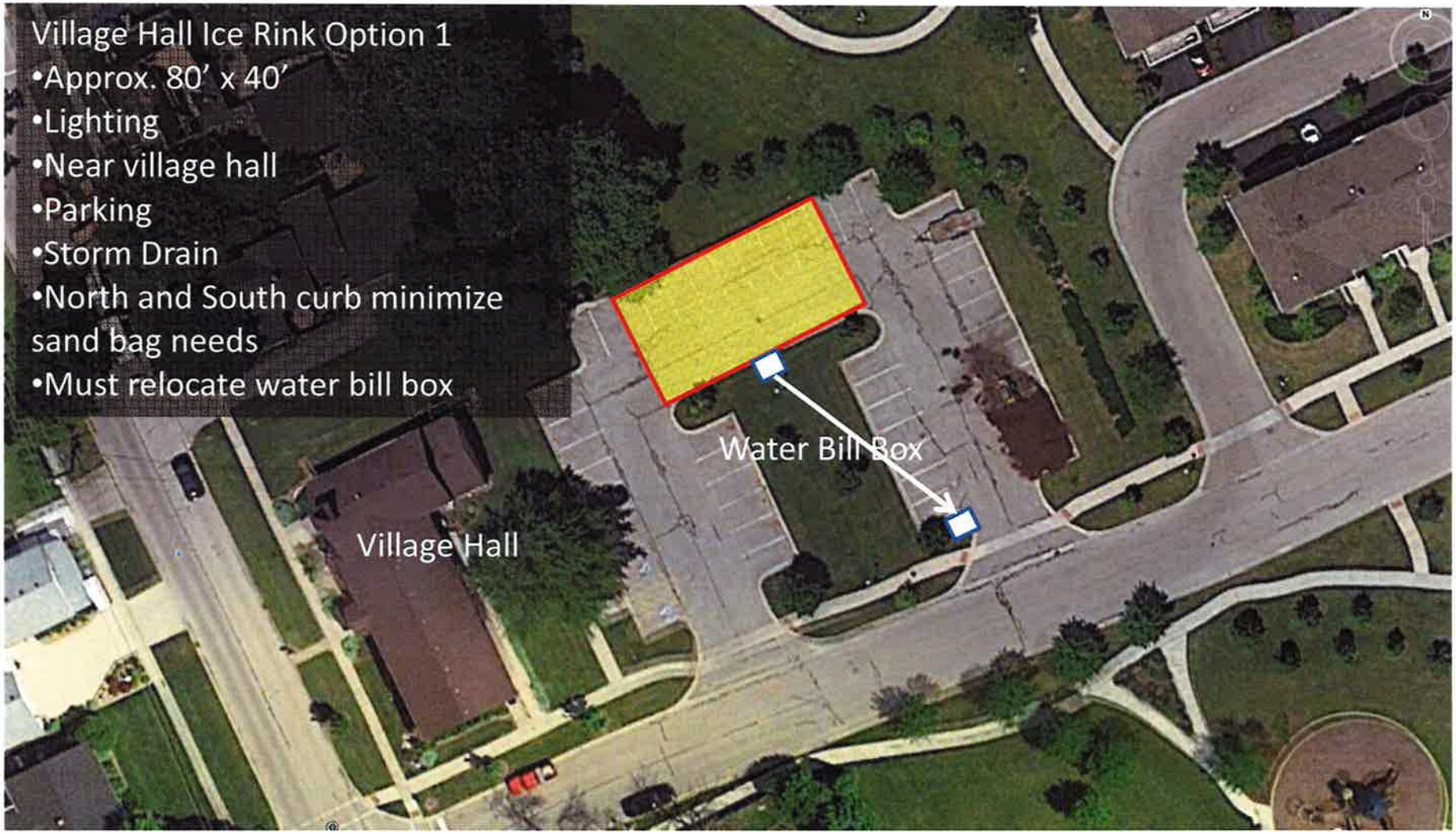
Subject: Ice Rink Discussion

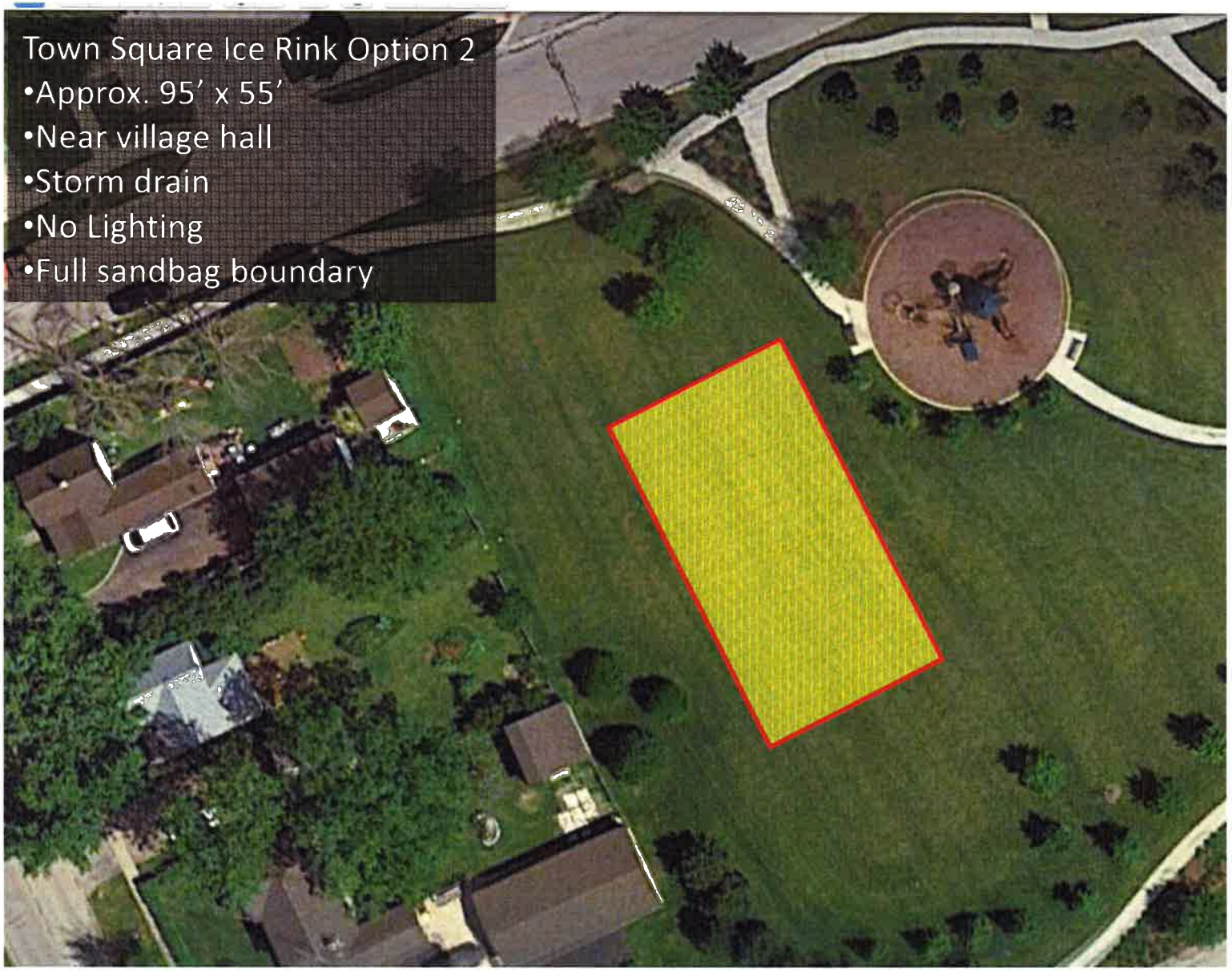
Attached are the three alternatives emailed out in October. Each of the three has advantages and disadvantages.

As of today, our online survey has generated 135 "yes" votes and 24 "no" votes.

I would recommend the Board first determine if we should have an ice rink or not and if so, then discuss the best venue.

Staff will implement the direction of the Board.


Village Hall Ice Rink Option 1
•Approx. 80' x 40'
•Lighting
•Near village hall
•Parking
•Storm Drain
•North and South curb minimize sand bag needs
•Must relocate water bill box
Water Bill Box
Village Hall


Town Square Ice Rink Option 2
•Approx. 95’ x 55’
•Near village hall
•Storm drain
•No Lighting
•Full sandbag boundary

Town Center Ice Rink Option 3
•Approx. 95’ x 55’
•Parking
•No Storm drain
•No Lighting
•Full sandbag boundary requiring 3’ height
Columbia Ln
Rockville Ln

Fund Summary

	10/31/16	Restricted / Designated Funds	Unrestricted / Undesignated Funds
Unrestricted - General Fund			**1,411,518.54**
Restricted - Total		**7,552,839.24**	
Committed- Designated Reserves		**1,010,361.01**	
- 2.8 Months Expenses	1,010,361.01		
Committed - Road Improvement		**110,126.83**	
- 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	(24,695.04)		
- FY-16 Mason Roadwork	(35,160.00)		
- FY-16 - Old Town Roadwork	(298,880.00)		
- FY-16	9,090.47		
- FY-17	7,920.02		
Committed- Infrastructure Fund		**670,305.67**	
- 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		
- FY-16 (Transfer -Garbage)	163,721.33		
Committed - Road Bond Repayment		**374,427.01**	
- 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)	202,956.99		
- FY-16 May Interest Payment	(23,512.50)		
- FY-16 December Principal & Interest Payment	(126,652.50)		
- FY-17 May Interest Payment	(21,200.00)		
- FY-17 (1% Sales Tax)	116,256.57		
Restricted - Road Improvement MFT		**661,211.75**	
- Balance - Illinois Funds	624,382.92		
- Balance - Union Bank Money Market	36,828.83		
Committed - Capital Replacement		**177,406.15**	
- 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		
- FY-16 Sale of PD Squad	3,977.97		
- FY-16 (Transfer -Garbage)	28,362.60		
- FY-17(PW Truck Purchase)	(57,531.20)		
Committed - New Development Fees		**545,524.43**	
- 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/SafetyTransistion 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	(24,090.00)			
- FY-16 Municipal Utility Impact Fee-Conservancy	21,000.00			
- FY-16 Municipal Park Impact Fee-Conservancy	108,288.00			
- FY-16 Municipal Impact Fee-Town Center	18,350.00			
- FY-16 Municipal Impact Fee-Conservancy	115,500.00			
- FY-16 Transfer out-Partial Signs	(26,719.00)			
- FY-17 Town Center Park Expenses	(2,400.00)			
- FY-17 Municipal Utility Impact Fee-Conservancy	14,000.00			
- FY-17 Municipal Park Impact Fee-Conservancy	71,684.00			
- FY-17 Municipal Impact Fee-Town Center	132,000.00			
- FY-17 Municipal Impact Fee-Conservancy	77,000.00			
Committed - Tree Replacement/Beautification		**2,565.35**		
- FY-09 Recycling Revenue	2,500.00			
- FY-10 Recycling Rvenue	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	(6,866.49)			
- FY-17 Tree Program	(1,504.39)			
Committed - EDUI Funds		**29,589.93**		
- FY-12 Balance	3,918.55			
- FY-13 Balance	13,710.91			
- FY-14 Balance	6,187.56			
- FY-15 Balance	1,706.80			
- FY-16 Balance	4,066.11			
Restricted - Drug Forfeiture		**15,352.60**		
- Balance	15,352.60			
Committed - Enterprise Fund (Water / Wastewater)		**3,317,287.02**		
- Balance	3,317,287.02			
Committed - Pass Thru/Escrows		**638,681.49**		
- Balance	638,681.49			
Total		**7,552,839.24**	**1,411,518.54**	**8,964,357.78**

General Fund Revenue Receivable			100,881.87
- State Income Tax Payments Delayed	100,881.87		
Total Unrestricted Funds including Receivables			**1,512,400.41**

Additional Information

Pass Thru - Balance of Escrow		**638,681.49**
- TIF #1	63,200.66	
- TIF #2	295,097.67	
- Performance Bonds / Escrows	183,862.79	
- Building Permit-Town Center/Conservancy	49,836.37	
- Impact Fees - Library	6,654.00	
- Impact Fees - School	21,130.00	
- Impact Fees - Fire District	2,500.00	
- Transistion Fees - Fire	2,000.00	
- Transistion Fees - Library	400.00	
- Transistion Fees - School	14,000.00	

TREASURER'S STATEMENT AS OF October 31, 2016

	MONTH	YEAR TO DATE		YEAR TO DATE
Beginning Bank Balance:			8,878,310.24	7,272,242.66
Credits:				
General Fund:	398,473.83	3,231,376.30		
Water Fund:	369,368.77	1,318,257.09		
Motor Fuel Tax (MFT):	13,408.43	106,727.11		
Performance Bonds/Escrow:	44,099.85	309,903.58		
TIF #1	18,128.82	53,952.29		
TIF #2	4,580.98	465,447.60		
Drug Forfeiture:	180.00	3,319.06		
Total Credits All Funds:	848,240.68	5,488,983.03	848,240.68	5,488,983.03
Expenses:				
General Fund:	498,178.41	2,277,261.81		
Water Fund:	168,629.68	998,980.34		
Motor Fuel Tax (MFT):	-	-		
Performance Bond/Escrow:	95,385.05	309,738.95		
TIF #1	-	-		
TIF #2	-	210,135.81		
Drug Forfeiture:	-	751.00		
Total Debits All Funds:	762,193.14	3,796,867.91	762,193.14	3,796,867.91
Ending Bank Balance:				
General Fund:	4,331,824.92			
Water Fund:	3,317,287.02			
Motor Fuel Tax (MFT):	661,211.75			
Performance Bond/Escrow:	280,383.16			
TIF #1	63,200.66			
TIF #2	295,097.67			
Drug Forfeiture:	15,352.60			
Total Debits All Funds:	8,964,357.78		8,964,357.78	8,964,357.78

TREASURER'S SIGNATURE: Marlene Blacker

DATE: November 7, 2016

GENERAL FUND MONEY MARKET
01-00-105

Village of Gilberts:
Month Closed: October, 2016

		Previous YTD Credits:	2,832,902.47
Beginning Book Balance:	528,871.63		68,356.75
		Current Credits:	330,117.08
Deposits (Total):	230,821.43		
		Current YTD Credits:	3,231,376.30
Interest Income:			
(01-00-341) Money Market:	133.07	**Previous YTD Debits:**	1,779,083.40
(01-00-341) Checking:	5.26		24,160.00
(01-00-342) Performance Bond:	6.04	**Current Debits:**	474,018.41
Miscellaneous Income:	108.00	**Current YTD Debits:**	2,277,261.81
Transfer From Illinois Funds			
Voided Ck #19904			
Transfer of Garbage Revenue	99,043.28		
CD Interest			
		McHenry Savings	953,440.56
Subtotal:	858,988.71	**G/F MM Balance:**	384,970.30
		IL Funds Balance:	1,995,844.61
Checks Written (Total):	474,018.41	**Barrington Bank CD's:**	996,569.45
NSF Check		**G/F CKG Balance:**	1,000.00
Transfer to P/B (Agency)		**Total balance:**	4,331,824.92
Ending Check Book Balance:	384,970.30		
Deposits in Transit:			
Outstanding Checks:			
Balance per Bank Statement:	384,970.30		

Expenditures/Transfers:

Date:	**For:**	
10/4/2016	Accounts Payable	42,674.25
10/18/2016	Accounts Payable	302,000.44
10/1/2016	Health Insurance	18,116.18
10/6/2016	Payroll	47,414.50
10/20/2016	Payroll	63,752.04
10/24/2016	E-Recording	61.00
	Total:	474,018.41

Deposits:	**Deposits:**	**Direct Deposits**	
12,979.00	106.00	T-Mobile	1,983.75
3,371.10	29,147.11	Kane County	98,197.94
6,269.00	3,923.75	Nicor	3,136.92
106.00	2,886.76	Exelon	19,717.84
50.00	306.00	AT&T	16,767.27
121.40	13,620.00		
5.00	500.00		
12,875.00	2,664.59		
360.00			
106.00			
606.00			
182.00			
106.00			
727.00			
Total Deposits	91,017.71	**Total Direct Deposits**	139,803.72
Total Deposits/Direct Deposits:	230,821.43		

GENERAL FUND CHECKING ACCT
01-00-103

Village of Gilberts:
Month Closed: October, 2016

Beginning Book Balance:	1,000.00	**Previous YTD Credits:**	
Deposits (Total):	344,735.69	**Current Credits:**	
Voided Checks:		**Current YTD Credits:**	
Check# **Vendor Name:**		**Previous YTD Debits:**	
		Current Debits:	
Total Voided Checks:		**Current YTD Debits:**	
Subtotal:	345,735.69		
Checks Written (Total):	344,735.69		
Voided Checks (Total):			
Ending Check Book Balance:	1,000.00		
Deposits in Transit:			
Outstanding Checks:	7,862.78		
Balance per Bank Statement:	8,862.78		

Expenditures/Transfers:

	For:	**Amount:**
10/4/2016	Accounts Payable	42,674.25
10/18/2016	Accounts Payable	293,513.44
10/19/2016	Sola Return	8,424.00
10/6/2016	Recording Fee	63.00
10/24/2016	Recording Fee	61.00
	Total:	344,735.69

Outstanding Checks:

Check #:	**Amount:**
24541	48.23
24723	6,482.50
24752	679.18
24767	375.00
24768	121.75
24771	53.96
24772	102.16

Check #:	**Amount:**
Total	7,862.78

Village of Gilberts
General Fund
Certificates of Deposit
October 31, 2016

Bank	CD#	Amount	Term	Maturity Date	Interest Rate
Barrington Bank	0940000423-1011	226,875.73	6 months	6/28/2017	.45 APY
Barrington Bank	0940000423-1012	267,176.61	6 months	6/28/2017	.45 APY
Barrington Bank	0940000423-1010	502,517.11	6 months	6/28/2017	.45 APY

Barrington Bank CD's	996,569.45

Village of Gilberts
General Fund
Certificates of Deposit
October 31, 2016

Bank	CD#	Amount	Term	Maturity Date	Interest Rate
McHenry Savings Bank	1000040004	253,817.71	1 year	4/4/2017	.70APY
McHenry Savings Bank	1000040202	203,056.64	1 year	4/23/2017	.70APY
McHenry Savings Bank	1000042372	496,566.21	1 year	10/3/2017	.81 APY
McHenry Savings Bank	953,440.56				

ILLINOIS FIRST MONEY MARKET
01-00-104

Village of Gilberts:
Month Closed: October, 2016

Beginning Book Balance:	1,953,200.91	**Previous YTD Credits:**	
		Current Credits:	66,803.70
Deposits (Total):	66,032.39		
		Current YTD Credits:	
(01-00-347) IL First Funds:	685.06	**Previous YTD Debits:**	
(01-00-347) IL First Funds P/B:	86.25		
		Current Debits:	24,160.00
Xfer Bond Acct-Reimburse:		**Current YTD Debits:**	
Subtotal:	2,020,004.61	**CD Balance:**	
		G/F MM Balance:	
Transfer to Union National		**G/F CKG Balance:**	
Impact Fees to Agency Fund	24,160.00	**Total balance:**	
Ending Check Book Balance:	1,995,844.61		
Deposits in Transit:			
Outstanding Checks:			
Balance per Bank Statement:	1,995,844.61		

Expenditures/Transfers:

Date:	For:	Amount:

Total:

Deposits:	Direct Deposits:	Description:
21,687.19		
20,227.19		
59.84		
12,238.81		
11,819.36		

Total Deposits/Direct Deposits: 66,032.39

WATER FUND MONEY MARKET
20-00-105

Beginning Book Balance:	357,481.55	**Previous YTD Credits:**	948,888.32
			14,533.90
		Current Credits:	354,834.87
Deposits (Total):	347,274.51		
		Current YTD Credits:	1,318,257.09
Interest Income:			
(20-00-341) Money Market:	153.73	**Previous YTD Debits:**	830,350.66
(20-00-341) Checking:	0.61		11.77
(20-00-342) CD	7,406.02	**Current Debits:**	168,617.91
Voided Check #203258			
Miscellaneous Income:		**Current YTD Debits:**	998,980.34
Subtotal:	712,316.42	**Barrington Bank:**	58,559.76
		Barrington Bank CD's:	504,726.07
Checks Written (Total):	61,565.13	**Union Bank CD's:**	1,200,604.96
Returned Checks	8,009.50	**H2O MM Balance:**	543,698.51
Transfer for Garbage	99,043.28	**H20 Illinois Funds**	1,008,697.72
		H2O CKG Balance:	1,000.00
Ending Check Book Balance:	543,698.51	**Total balance:**	3,317,287.02
Deposits in Transit:			
Outstanding Checks:			
Balance per Bank Statement:	543,698.51		

Expenditures/Transfers:

Date:	**For:**	**Amount:**
10/4/2016	Accounts Payable	24,672.77
10/18/2016	Accounts Payable	10,921.19
	Postage	
10/6/2014	Payroll-Water	10,411.57
10/20/2016	Payroll-Water	12,180.65
10/1/2016	Health Insurance	3,378.95
	Total:	61,565.13

Deposits:			
11,629.63	87,192.72	**Direct Deposits**	114,484.00
6,396.34	2,112.25		
195.32	2,157.00		
544.00	1,819.00		
21,067.60	1,674.55		
15,354.81	2,471.23		
18,774.96	154.00		
6,250.94	434.80		
486.00	5,483.95		
247.00	3,228.48		
52.00	857.90		
18,709.49	436.11		
1,764.72	100.10		
500.00	2,421.00		114,484.00
9,873.58	818.05		

WATER FUND CHECKING ACCT
20-00-103

Village of Gilberts:
Month Closed: October, 2016

Beginning Book Balance:	1,000.00	**Previous YTD Credits:**	
Deposits (Total):	35,593.96	**Current Credits:**	
Voided Checks:		**Current YTD Credits:**	
Check# **Vendor Name:**		**Previous YTD Debits:**	
		Current Debits:	
Total Voided Checks:		**Current YTD Debits:**	
Subtotal:	36,593.96		
Checks Written (Total):	35,593.96		
Ending Check Book Balance:	1,000.00		
Deposits in Transit:			
Outstanding Checks:	1,379.90		
Balance per Bank Statement:	2,379.90		

Expenditures/Transfers:

Date:	**For:**	
10/4/2016	Accounts Payable	24,672.77
	Kane County Recorder	47.00
10/18/2016	Accounts Payable	10,769.56
1/10/1900	Postage	104.63
	Total:	35,593.96

Outstanding Checks:

Check #:	**Amount:**	**Check #:**	**Amount:**
204208	8.40		
204630	4.50	**TOTAL**	1,379.90
205510	4.00		
205562	1,363.00		

WATER FUND MONEY MARKET
20-00-108

Village of Gilberts:
Month Closed: October, 2016

Beginning Book Balance:	58,557.28	**Previous YTD Credits:**	
		Current Credits:	2.48
Deposits (Total):		**Current YTD Credits:**	
Interest:			
Savings Acct:	2.48	**Previous YTD Debits:**	
		Current Debits:	
		Current YTD Debits:	
Subtotal:	58,559.76		
Checks Written (Total):			
Voided Checks (Total):			
Ending Check Book Balance:	58,559.76		
Deposits in Transit:			
Outstanding Checks:			
Balance per Bank Statement:	58,559.76		

Expenditures/Transfers:

Date:	For:	Amount:
	Total:	

Deposits:

Total Deposits:

Village of Gilberts
Water Fund
Certificates of Deposit
October 31, 2016

Bank	CD#	Amount	Term	Maturity Date	Interest Rate
Barrington Bank	0940000423-1009	100,861.01	9 months	12/27/2016	.20 APY
Barrington Bank	0940000423-1013	201,667.32	6 months	6/28/2017	.45 APY
Barrington Bank	0940000423-1014	202,197.74	6 months	6/28/2017	.45 APY

Barrington Bank CD's	504,726.07

Village of Gilberts
Water Fund
Certificates of Deposit
October 31, 2016

Bank	CD#	Amount	Term	Maturity Date	Interest Rate
Union National Bank	4176509	391,315.36	12 months	10/13/2017	.98 APY
Union National Bank	4169371	258,179.58	9 months	1/16/2017	.93 APY
Union National Bank	4176517	374,349.47	12 months	10/24/2017	.98 APY
Union National Bank	4169389	176,760.55	12 months	5/22/2017	.98 APY
		1,200,604.96			

Union National CD's	1,200,604.96

WATER FUND ILLINOIS FUNDS
20-00-104

Village of Gilberts:
Month Closed: October, 2016

Beginning Book Balance:	994,364.43	**Previous YTD Credits:**	
Deposits (Total):	13,998.59	**Current Credits:**	14,345.06
		Current YTD Credits:	
(20-00-347) Illinois Funds:	346.47	**Previous YTD Debits:**	
		Current Debits:	11.77
Total Voided Checks:		**Current YTD Debits:**	
Subtotal:	1,008,709.49		
Bank Fees	11.77		
Returned Payments			
Ending Check Book Balance:	1,008,697.72		
Deposits in Transit:			
Outstanding Checks:	-		
Balance per Bank Statement:	1,008,697.72		

Expenditures/Transfers:

Date:	**For:**	
	Total:	-

Deposits:

203.00	475.00
173.00	762.00
251.00	1,823.50
162.00	688.70
118.00	2,345.75
750.00	184.00
200.80	838.30
52.00	190.65
129.00	643.50
195.00	153.00
344.30	474.10
267.70	178.20
166.10	190.30
178.20	421.75
172.15	262.90
110.99	355.00
538.70	
Total Deposits:	13,998.59

MFT MONEY MARKET
30-00-105

Village of Gilberts:
Month Closed: October, 2016

Beginning Book Balance:	36,828.83	**Previous YTD Credits:**	
		Current Credits:	-
Deposits (Total):		**Current YTD Credits:**	
Interest Income:			
(30-00-341) Money Market:		**Previous YTD Debits:**	
		Current Debits:	
Miscellaneous Income:		**Current YTD Debits:**	
Subtotal:	36,828.83		
Checks Written (Total):			
Returned Checks (Total):			
	-		
Ending Check Book Balance:	36,828.83		
Deposits in Transit:			
Outstanding Checks:			
Balance per Bank Statement:	36,828.83		

Expenditures/Transfers:

Date:	For:	Amount:
	Total:	

Deposits:

Total Deposits:

ILLINOIS FIRST MFT MM
30-00-104

Village of Gilberts:
Month Closed: October, 2016

Beginning Book Balance:	610,974.49	**Previous YTD Credits:**	93,318.68
			-
Deposits (Total):	13,193.05	**Current Credits:**	13,408.43
		Current YTD Credits:	106,727.11
Interest Income:			
(30-00-347) Money Market:	215.38	**Previous YTD Debits:**	-
		Current Debits:	-
Miscellaneous Income:		**Current YTD Debits:**	-
Subtotal:	624,382.92	**MFT MM Balance**	36,828.83
		IL Funds Balance:	624,382.92
Checks Written (Total):		**Total balance:**	661,211.75
Returned Checks (Total):			
Ending Check Book Balance:	624,382.92		
Deposits in Transit:			
Outstanding Checks:	-		
Balance per Bank Statement:	624,382.92		

Expenditures/Transfers:

Date:	For:	Amount:
	Total:	

Deposits:

Total Deposits:

PERFORMANCE BOND MONEY MARKET
31-00-105

Village of Gilberts:
Month Closed: October, 2016

		Previous YTD Credits:	265,803.73
Beginning Book Balance:	31,767.77		24,160.00
		Current Credits:	19,939.85
Deposits (Total):	19,698.85		
		Current YTD Credits:	309,903.58
Interest Income:			-
(31-00-341) Money Market:		**Previous YTD Debits:**	214,353.90
			-
		Current Debits:	95,385.05
Transfer from Illinois Funds	69,902.00		
Voided Checks	241.00	**Current YTD Debits:**	309,738.95
Subtotal:	121,609.62		
Checks Written (Total):	95,277.05	**P/Bond Balance**	**26,224.57**
Transfer to General Fund	108.00	**IL Funds Balance:**	**254,158.59**
Transfer to Water Fund			
		Total balance:	**280,383.16**
Ending Check Book Balance:	26,224.57		
Deposits in Transit:			
Outstanding Checks:	792.00		
Balance per Bank Statement:	27,016.57		

Expenditures/Transfers:

Date:	**For:**	**Amount:**
10/4/2016	Accounts Payable	75,520.20
10/24/2016	Bond Release	348.00
	Bond Release	
10/18/2016	Accounts Payable	19,408.85
	Bond Release	
	Bond Release	
	Total:	95,277.05

Deposits:

174.00	58.00
174.00	58.00
558.00	116.00
58.00	58.00
17,632.85	58.00
116.00	406.00
58.00	58.00
116.00	19,698.85

Outstanding Checks

302755	117.00
303302	29.00
303450	58.00
303737	58.00
303788	58.00
303907	58.00
304012	29.00
304037	58.00
304072	8.00
304078	174.00
304079	29.00
304080	58.00
304081	58.00
Total Oustanding Checks	792.00

PERFORMANCE BOND
ILLINOIS FUNDS MONEY MARKET
31-00-104

Village of Gilberts:
Month Closed: October, 2016

Beginning Book Balance:	299,900.59	**Previous YTD Credits:**	
		Current Credits:	24,160.00
Deposits (Total):		**Current YTD Credits:**	24,160.00
Interest Income:			
(31-00-341) Money Market:		**Previous YTD Debits:**	
		Current Debits:	-
Transfer from G/F (Impact Fees)	24,160.00		
Miscellaneous Income:		**Current YTD Debits:**	-
Subtotal:	324,060.59		
Checks Written (Total):			
Transfer to Union National	69,902.00		
Ending Check Book Balance:	254,158.59		
Deposits in Transit:			
Outstanding Checks:			
Balance per Bank Statement:	254,158.59		

Expenditures/Transfers:

Date:	**For:**	**Amount:**
	Total:	-

Deposits:

Total Deposits:	-

TIF #1
34-00-105

Village of Gilberts:
Month Closed: October, 2016

Beginning Book Balance:	45,071.84	**Previous YTD Credits:**	35,823.47
Deposits (Total):	18,103.23	**Current Credits:**	18,128.82
Interest Income:	25.59	**Current YTD Credits:**	53,952.29
(34-00-341) Money Market:		**Previous YTD Debits:**	
		Current Debits:	-
Miscellaneous Income:		**Current YTD Debits:**	-
Subtotal:	63,200.66		
Checks Written (Total):	-		
Returned Checks (Total):			
Ending Check Book Balance:	63,200.66		
Deposits in Transit:			
Outstanding Checks:	-		
Balance per Bank Statement:	63,200.66		

Expenditures/Transfers:

Date:	For:	Amount:
	Accounts Payable	
	Total:	-

Deposits:

Total Deposits:	-

TIF #2
35-00-105

Village of Gilberts:
Month Closed: October, 2016

		Previous YTD Credits:	460,866.62
Beginning Book Balance:	290,516.69		
		Current Credits:	4,580.98
Deposits (Total):	4,418.51		
		Current YTD Credits:	465,447.60
Interest Income:	162.47		
(35-00-341) Money Market:		**Previous YTD Debits:**	210,135.81
		Current Debits:	-
Miscellaneous Income:		**Current YTD Debits:**	210,135.81
Subtotal:	295,097.67		
Checks Written (Total):	-		
Returned Checks (Total):			
Ending Check Book Balance:	295,097.67		
Deposits in Transit:			
Outstanding Checks:	-		
Balance per Bank Statement:	295,097.67		

Expenditures/Transfers:

Date:	**For:**	**Amount:**
8/2/2016	Accounts Payable	
	Total:	-

Deposits:

Total Deposits:	-

PD DRUG FORFEITURE ACCT
40-00-105

Village of Gilberts:
Month Closed: October, 2016

		Previous YTD Credits:	3,139.06
Beginning Book Balance:	15,172.60		
		Current Credits:	180.00
Deposits (Total):	180.00		
		Current YTD Credits:	3,319.06
Interest Income:			
(40-00-341) Money Market:		**Previous YTD Debits:**	751.00
		Current Debits:	-
Miscellaneous Income:		**Current YTD Debits:**	751.00
Subtotal:	15,352.60		
Checks Written (Total):			
Returned Checks (Total):	-		
Ending Check Book Balance:	15,352.60		
Deposits in Transit:			
Outstanding Checks:			
Balance per Bank Statement:	15,352.60		

Expenditures/Transfers:

Date:	**For:**	**Amount:**
	Accounts Payable	
	Total:	-

Deposits:	
180.00	
	180.00

Total Deposits/Direct Deposits:

VOG PAYROLL ACCT
01-00-125

Village of Gilberts:
Month Closed: October, 2016

Beginning Book Balance:	-	**Previous YTD Credits:**	
		Current Credits:	
Deposits (Total):	133,758.76		
		Current YTD Credits:	
Voided Checks:			
Check #: **Vendor Name:**		**Previous YTD Debits:**	
		Current Debits:	
		Current YTD Debits:	
Subtotal:	133,758.76		
Checks Written (Total):	133,758.76		
Voided Checks (Total):			
Ending Check Book Balance:	-		
Deposits in Transit:			
Outstanding Checks:	3,256.18		
Balance per Bank Statement:	3,256.18		

Expenditures/Transfers:

Date:	**For:**	
10/6/2016	Payroll	47,414.50
10/20/2016	Payroll	63,752.04
10/6/2014	Payroll-Water	10,411.57
10/20/2016	Payroll-Water	12,180.65
	Payroll	
	Total:	133,758.76

Outstanding Checks:

Check #:	**Amount:**	**Check#:**	**Amount:**
18689	176.49		
18713	105.48		
		Flex Benefits	2,974.21
		Total:	3,256.18

ROAD IMPROVEMENT FUND BALANCE SHEET

Date	Deposit	Received From	Balance
4/30/2016	290.00	April Overweight	$ 609,914.79
4/30/2016	163,721.33	Transfer for Waste Hauling	$ 773,636.12
4/30/2016	(1,123.64)	Old Town Engineering	$ 772,512.48
5/18/2016	575.50	May Road & Bridge	$ 773,087.98
6/15/2016	3,209.74	June Road & Bridge	$ 776,297.72
6/30/2016	310.00	June Overweight	$ 776,607.72
7/13/2016	126.29	July Road & Bridge	$ 776,734.01
7/31/2016	100.00	July Overweight	$ 776,834.01
8/10/2016	101.81	August Road & Bridge	$ 776,935.82
8/31/2017	50.00	August Overweight	$ 776,985.82
9/7/2016	2,424.46	September Road & Bridge	$ 779,410.28
9/30/2016	80.00	September Overweight	$ 779,490.28
10/5/2016	877.39	October Road and Bridge	$ 780,367.67
10/26/2016	64.83	October Road and Bridge	$ 780,432.50