



120 Barrington Avenue, East Dundee, IL 60118

Phone: 847-426-2822 Fax 847-426-2956

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## WELCOME TO THE VILLAGE OF EAST DUNDEE

Welcome to the Village of East Dundee! You have made a wonderful choice by joining our community. We hope that you will find East Dundee to be a great community to live, work and play.

East Dundee is proud to offer its residents a variety of services and activities. The Village has an array of business from restaurants, boutique shopping, entertainment and specialty stores. Or, if the outdoors interests you, East Dundee also offers the McHenry County Prairie Trail and the Fox River Bicycle Path. There is always something for everyone in East Dundee.

The Village Hall is located at 120 Barrington Ave and the Police Department is located at 115 E. Third Street. Here residents can find information and have questions answered and pay their water bills. Hours of operation are Monday through Friday 8:00 am to 4:00 pm, or visit the Village website at [www.eastdundee.net](http://www.eastdundee.net).

Again, thank you for joining our community. Our entire Village Board and Staff are committed to serving the community. We hope that you will enjoy the high quality of life and living here for many years.

Sincerely,

A handwritten signature in black ink, appearing to read "L. Miller", written over a horizontal line.

Lael Miller  
Village President

**I. VILLAGE GOVERNMENT**

Lael Miller, *Village President*  
Katherine Holt, *Village Clerk*  
Gail Hess, *Deputy Village Clerk*

**Board of Trustees**

Jeff Lynam  
Dan Selep  
Kirstin Wood  
Alan Hall  
Kathleen Mahony  
Scott Andresen

*The Village of East Dundee is a home rule municipality governed by a President-Trustee form of government consisting of seven members. The President and six Trustees as well as the Clerk are elected at large from the Village in staggered four year terms. The Village Board generally meets on the first and third Monday of each month at 6:00 pm in the Council Chamber located in the Annex building of the Village Hall.*

*Agendas are posted at the end of the week that precede the meeting week and can be found at [www.eastdundee.net](http://www.eastdundee.net) under the "Meetings and Agendas" link.*

**II. VILLAGE OFFICES & HOURS OF OPERATION**

**Village Hall**

120 Barrington Ave.  
East Dundee, IL 60118  
847-426-2822

**Office Hours:** 8:00 am - 4:00 pm, M - F

**Building Department Hours:** 7:00 am - 4:00 pm, M - F

**Department Managers:**

Jennifer Johnsen, *Village Administrator*  
Brad Mitchell, *Assistant Village Administrator*  
Zaida Torres, *Finance Director*  
Chris Ranieri, *Building Inspector*

**Police Department**

115 E. Third Street  
East Dundee, IL 60118  
847-428-4034

**Office Hours:** 8:00 am - 4:00 pm, M - F

Terry Mee, *Chief of Police*

**Public Works & Wastewater Facility**

401 Elgin Avenue  
East Dundee, IL 60118  
847-844-9461

**Office Hours:** 7:00 am - 3:00 pm, M - F

**East Dundee Fire District**

401 Dundee Avenue  
East Dundee, IL 60118  
847-426-7521

Randy Freise, *Fire Chief*

[www.edfire.com](http://www.edfire.com)

### **ADMINISTRATION**

The Village Administrator is responsible for the proper administration of the day-to-day operation of the Village. In addition, the Administration Department prepares the Annual Budget, compiles the agendas for the Village Board and Committees, handles and coordinates Freedom of Information requests, public information activities, and general inquiries to Village services. The Administration Department supports the Village Board and is responsible for maintaining the official records of the Village including Minutes of the Board and Commission meetings, Resolutions, Ordinances, contracts, etc.

### **FINANCE**

The Finance Department is responsible for managing the fiscal operations of the Village. Responsibilities include supervising the Village investments, monitoring cash flow and recording and reporting all financial transactions. The finance department oversees the annual audit and assists in preparations for the annual budget and tax levy. In addition to processing accounts payable, accounts receivable and payroll, day to day operations include reconciling all cash received, management of the water billing system and administering dog tags.

### **BUILDING**

The Building Department is responsible for issuing building permits, providing inspectional services and enforcing the historic preservation ordinance. Also, the Department enforces the International Building Code and provides support for the Planning and Zoning commission. Building permit applications and permit requirements can be picked up at Village Hall Monday - Friday, 7:00 am until 4:00pm or you can call 847-426-2822 for more information. You can download helpful information on obtaining a permit and the basic application on the Village website or by contacting the Building Department directly for inspection appointments or other questions on other permit information.

### **POLICE**

The Police Department provides 24-hour protection for residents and businesses. Personnel are dispatched to calls for service by the QuadCom Regional Dispatch Center located in Carpentersville. This center is a 9-1-1 emergency dispatch system which serves 5 police agencies and 4 fire agencies. In addition to the normal law enforcement activities, the Police Department sponsors several community-oriented programs. Police-related phone inquiries after Records Services hours can be directed to the QuadCom non-emergency number of 847-428-8784. If you need immediate Police assistance, dial 911.

### **PUBLIC WORKS**

The Public Works Department provides a variety of services for the residents of East Dundee. The department is comprised of three divisions: Streets, Water and Sewer. The Streets Division maintains the streets, buildings and grounds around the Village including street sweeping, storm sewer maintenance, and snow removal. The Water Department consists of water production/delivery and water billing. The Sewer Department consists of: sewer treatment/collection, and sewer billing.

### **III. TRASH, RECYCLING AND YARD WASTE DISPOSAL**

**Garbage & Recycling:** Trash & recycling collection is on Wednesday of each week. The exception to this rule is the six major holidays observed by Flood Brothers. During the week of the below holidays, if the holiday falls on or before our regularly scheduled collection day, the collection day for that week will be Thursday:

New Year's Day	Memorial Day
Fourth of July	Labor Day
Thanksgiving Day	Christmas Day

These are the ONLY holidays that effect garbage collection. No garbage and recyclable material shall be placed upon the tree bank, parkway, driveway or front yards earlier than 12:00 p.m. (noon) on the evening before the scheduled collection date. All containers must be removed from the tree bank, parkway, driveway or front yards no later than 12:00 p.m. (noon) on the day after the scheduled collection. This division does not include commercial properties with private refuse pick-up service. A 65 gallon recycling and garbage toter was issued to your address and should be used. Please contact Flood Brothers at (630) 261-0578 if you wish to receive a smaller container at no charge or need a 95 gallon container for an additional \$2 monthly charge.

**Yard Waste:** Free yard waste pick-up is available to residents beginning the first Wednesday in April and ending the last Wednesday in November. Yard waste must be put into 35-gallon container or biodegradable paper bag. Brush and tree branches are to be securely bound in bundles not exceeding four (4) feet in length and two (2) feet in diameter.

**White Goods:** Items such as stoves, refrigerators, etc. will be picked up at no charge. Please call Flood Brothers to schedule a pick-up, 630-261-0578. Please state that you are an East Dundee resident.

**Electronic Recycling:** E-cycling is provided to East Dundee residents at no charge. Residents can drop old TV's, computers, printers, scanners, VCR's, etc. at 448 Elgin Ave from 7am-2:30pm, Monday-Friday. Proof of residency will be required for drop off.

### **IV. OTHER GENERAL INFORMATION**

**Bicycle Registration:** Bring your bicycle to the Police Department Monday–Friday between 8am and 4pm. There is no charge.

**Building Permits:** A building permit is required for all construction such as room additions, fences, basements, garages, re-roofing, siding, sheds, signs, satellite dishes, etc. If you have any questions call the Building Department at the Village Hall at 847-426-2822 x6115.

**Children Fingerprinting:** The Police Department will fingerprint your children for identification purposes. Stop by during regular business hours.

**E-Sale Safe Zone:** The lobby of the Police Department located at 115 E. Third Street has been designated as an E-Sale Safe Zone for individuals to utilize during normal business hours, 8:30 a.m. to 5:00 p.m. Monday through Friday, to complete online transactions.

## Village of East Dundee

October 3, 2017

**Garage Sales:** Garage sales do not require a permit, but are subject to the following restrictions: Signs may be displayed only on the day(s) of the sale and placed on the property holding the sale. If placed on another public property location, permission must be granted by that property owner. Do not place signs on utility poles or in the public right-of-way.

**Smoke Detectors:** Functioning smoke detectors are mandatory as of July 1, 1988 in all single and multifamily dwellings per State law.

**Testing of Local Weather Sirens:** The Village's Emergency Warning Sirens are tested at 10:00 am on the first Tuesday of every month. If the sirens activate at any other time, seek shelter immediately – severe weather or another type of emergency may be imminent. You will learn of the threat's cancellation from the National Weather Service by listening to a local radio station. A few radio stations in our area are WABT 103.9 FM, WRMN 1410 AM and WJKL 94 FM.

**Vacation Watch:** Available while residents are away from their homes for extended periods of time. To request a vacation watch, please call or stop by the Police Department.

**Water & Sewer Service:** Water meters are read and billed every two months. Bills may be paid by mail, in person or online. There is a drop box located just outside the entrance doors of the Village Hall for payments made on weekends or after regular business hours. To sign up for Direct Pay, visit [www.eastdundee.net](http://www.eastdundee.net) and click the "E-Pay" link.

### **V. SOME IMPORTANT VILLAGE ORDINANCES**

*Village Ordinances can be viewed at [www.eastdundee.net](http://www.eastdundee.net) under the "New Ordinances and Resolutions" link. Village Code can be viewed under the "Municipal Code" link.*

**Alarm Ordinance:** All false/accidental alarms responded to after four (4) in one calendar year will be billed at \$25.00 per call. This ordinance affects business and residential.

**Open Burning:** Yard waste burning is only allowed on the second and fourth Saturdays during the months of October, November and April and the second and fourth Sundays during the months of October, November and April. Open burning under this section shall be allowed between the hours of 10:00am and 6:00pm October and November. Burning waste during other months could result in a complaint being filed. Small campfires, however, are allowed year round.

**Parking Restrictions:** Village ordinance states that no person shall park a vehicle between the hours of 2:00 am and 6:00 am on any street within the Village. The reason for this is to help in police protection throughout the village and for the removal of snow. Also, no commercial vehicle of one-ton capacity is allowed to be parked in any residential district in the Village.

**Sign Regulations:** The location and size are restricted within the Village. Contact the Building Department before erecting any type of signage. Garage sale signs do not require a permit, but may not be placed on any public right-of-way.

**Solicitors & Peddlers:** Need to show proof of registrations with the Village. "No

**Village of East Dundee**

**October 3, 2017**

Solicitors Invited” signs are available at the Village Hall. Hours of solicitation are 9 am to 9 pm Monday through Friday, 9 am to 6 pm on Saturday. There is to be No solicitation on Sundays and Holidays.

**Weed ordinance:** Obnoxious plants, grasses and weeds cannot exceed six (6) inches in height.

**VI. OTHER GOVERNMENT SERVICES**

**Kane County**

719 South Batavia Ave.  
Geneva, IL 60134  
630-232-3400

**Illinois Dept. of Motor Vehicles**

529 South State Street  
Elgin, IL 60123  
847-697-2100

**Dundee Township Supervisor,  
Clerk & Assessor’s Office**

611 East Main Street, Suite 101  
East Dundee, IL 60118  
847-428-2634

**Fox River Valley Public Library**

555 Barrington Ave.  
East Dundee, IL 60118  
847-428-3661

**Dundee Township Park District**

665 Barrington Ave.  
Carpentersville, IL 60110  
847-428-7131

**Senior Center**

665 Barrington Ave.  
Carpentersville, IL 60110  
847-551-4307

*For a complete list of Dundee Township Park District Parks and Facilities, visit [www.dtpd.org](http://www.dtpd.org).*

**VII. SCHOOLS**

**Public:**

Community Unit School Dist. #300  
Carpentersville, IL 60110  
847-426-1300

**Private:**

Immanuel Lutheran School  
847-428-4477 (East Dundee)

**Higher Education**

Elgin Community College, Elgin  
847-697-1000

St. Catherine of Siena Catholic School  
847-426-4808 (West Dundee)

Judson University  
847-628-2500

St. John’s Lutheran School  
847-658-4651 (Algonquin)

St. Edward Catholic High School  
847-741-7535 (Elgin)

**VIII. UTILITIES**

East Dundee Water & Sewer  
847-426-2822

ComEd Electric  
800-334-7661

Nicor/Gas  
888-642-6748

AT&T/Telephone  
800-244-4444

Comcast/Cable  
866-594-1234

Flood Brothers Disposal  
630-261-0578

**IX. HOSPITALS**

**Sherman Hospital**  
1425 N Randall  
Elgin, IL 60123  
847-742-9800

**St. Alexis Medical Center**  
1555 N. Barrington Road  
Hoffman Estates, IL 60195  
847-843-2000

**St. Joseph Hospital**  
77 N. Airlite Street  
Elgin, IL 60123  
847-695-3200

**Good Shepherd Hospital**  
450 W. Highway 22  
Barrington, IL 60010  
847-381-9600

**X. NEWSPAPERS**

Chicago Tribune 847-671-8000  
Daily Herald 847-608-2700

Courier News 847-888-7800  
Northwest Herald 815-459-4040