

**REGULAR BOARD MEETING  
Village Hall, 102 S. Second Street**

**November 21, 2016 7:30 pm  
Village of West Dundee**

**I. CALL TO ORDER:**

President Nelson called the Regular Board Meeting to order at 7:32 pm.

**II. ROLL CALL:**

Present were Village President Nelson, Trustees Pflanz, Wilbrandt, Kembitzky, Price, Hanley and Yuscka.

Also present were Village Manager Cavallaro, Community Development Director Scott, Finance Director Danielson, Fire Chief Freise, Village Attorney Brechin, Public Works Director Babcock and six (6) people in the audience.

**III. PLEDGE OF ALLEGIANCE:**

Trustee Pflanz led those in attendance in the Pledge of Allegiance.

**IV. APPROVAL OF AGENDA:**

**MOTION:** Moved by Trustee Pflanz and seconded by Trustee Kembitzky to approve the agenda as presented. Motion passed unanimously by voice vote.

**V. VILLAGE PRESIDENT'S REPORT:**

- A. Proclamation: World Pancreatic Cancer Day
- B. Proclamation: First Congregational Church 175<sup>th</sup> Anniversary

President Nelson read both Proclamations to the Board, Staff and audience. He said he attended and spoke at the First Congregational Church on November 17, 2016.

**VI. REPORTS AND QUESTIONS FROM TRUSTEES AND WORKING GROUPS:**

Trustee Kembitzky asked about the leaf pick-up schedule.

Manager Cavallaro said the last day is Saturday, November 26<sup>th</sup>, which is also the free yard waste pick-up date until April.

Trustee Price said he also attended the 175<sup>th</sup> Anniversary celebration at the First Congregational Church and commented that the members were very appreciative of President Nelson's speech.

**VII. VILLAGE STAFF REPORTS:**

Manager Cavallaro announced that Dickens in Dundee will be held next weekend and asked for Board assistance for Friday night at the Village Hall. Trustee Price said he would take the last shift.

Manager Cavallaro said that the Christmas tree unloading at Grafelman Park was successful.

**VIII. QUESTIONS FROM THE AUDIENCE:** There were none.

**IX. CONSENT AGENDA:**

- A. Approval of Bill List: November 21, 2016
- B. Approval: IRMA Grant Application
- C. Variance Request for Fence Replacement
- D. Resolution Authorizing IDOT Right-of-Way Maintenance Agreement
- E. Special Event: Bethlehem Lutheran's "Bethlehem Experience" –Dec.9&10
- F. Class K Liquor License Request-Cinemark

Trustee Kembitzky asked about Item C.

Manager Cavallaro said the developer put in the split rail fence and it needs to be reinstalled. He said it makes sense to reinstall the same type of fence (split-rail) in that area.

**MOTION:** Moved by Trustee Yuscka and seconded by Trustee Hanley to approve the Consent Agenda as presented. Upon roll call, motion was approved.

**AYES:** Trustees Yuscka, Pflanz, Wilbrandt, Kembitzky, Price and Hanley

**NAYS:** None

**X. UNFINISHED BUSINESS:**

- A. **Intergovernmental Agreement Extension with Kane County for Electronics Recycling**

Trustee Pflanz said the current IGA expires at the end of the 2016 calendar year and that this is a similar agreement for 2017.

Manager Cavallaro said that traffic counts have been down significantly from what was seen under the previous program, but the County is committed to providing this service to the residents of Kane County

**MOTION:** Moved by Trustee Pflanz and seconded by Trustee Price to authorize an Intergovernmental Agreement between the Village of West Dundee and the County of Kane for the Recycling of Electronic Equipment for the 2017 calendar year. Upon roll call, motion was approved.

**AYES:** Trustees Pflanz, Wilbrandt, Kembitzky, Price, Hanley and Yuscka

**NAYS:** None

**XI. NEW BUSINESS:**

- A. **Approval: East Dundee and West Dundee Shared Fire Prevention Officer**

Trustee Wilbrandt said that as part of our ongoing efforts to consolidation/shared resources, an agreement has been reached with East Dundee Fire District and the Village of West Dundee to share the services of our Fire Prevention Officer, Rick Paul.

He said that Fire Prevention Officer Paul works part-time for the West Dundee Fire Department three days a week and the agreement would have him work in East Dundee two days a week.

He said Fire Prevention Officer Paul would remain an employee of West Dundee and that West Dundee would charge East Dundee \$35.00 per hour to cover expenses like insurance, vacation time, etc.

Fire Chief Freise said Fire Prevention Officer Paul has a vast amount of knowledge along with thirty-six years of experience in fire prevention. He said East Dundee will provide office space and a vehicle. He also said it is an effort to use our resources in the most effective way offering the skills of an experienced fire inspector and that East Dundee has some technological advances that would benefit West Dundee.

**MOTION:** Moved by Trustee Wilbrandt and seconded by Trustee Kembitzky to approve of the Intergovernmental Agreement between the East Dundee & Countryside Fire Protection District and the Village of West Dundee regarding the sharing of West Dundee's Fire Prevention Officer. Upon roll call, motion was approved.

**AYES:** Trustees Wilbrandt, Kembitzky, Price, Hanley, Yuscka and Pflanz

**NAYS:** None

#### **B. Approval: Shared QuadCom Squad**

Fire Chief Freise said that an agreement has been reached with Carpentersville, East Dundee, Rutland and West Dundee Fire Departments to share Rutland's decommissioned Squad as a QuadCom Department's Squad for Special Teams.

He said the Fire Chiefs agreed to use Rutland's Squad for Hazardous Materials, Water Rescue, Technical Rescue and Fire Investigation Special Teams.

Chief Freise said there are no initial costs for the purchase of this vehicle and he gave a brief background about the vehicle. He said shared annual expenses would be minimal for maintenance and insurance and if a large repair were needed in the future, the departments can choose to "opt out" of the agreement.

**MOTION:** Moved by Trustee Wilbrandt and seconded by Trustee Pflanz to recommend approval of the Intergovernmental Agreement between the East Dundee & Countryside Fire Protection District, the Rutland-Dundee Townships Fire Protection District, the Village of West Dundee and the Village of Carpentersville regarding sharing of a QuadCom Squad. Upon roll call, motion was approved.

**AYES:** Trustees Wilbrandt, Kembitzky, Price, Hanley, Yuscka and Pflanz

**NAYS:** None

#### **C. Prairie Meadow Park Restoration Professional Services Contracts**

Trustee Hanley presented this item to the Board for discussion. The area has been overgrown with invasive species over the last several years along with erosion along the creek. The Village's maintenance efforts in this area have been limited to some controlled burns and application of an herbicide.

Trustee Hanley said the designated prairie with the creek running through it is 85% native plantings.

Trustee Hanley said the first step to begin the ecosystem restoration is the application of an herbicide to take care of the teasel and crown vetch. Manager Cavallaro said this application was done last week.

There was a discussion regarding controlled burns, increasing the cover of native species, cost of the herbicide, stabilization of the creek area and where the funds would be taken from.

Manager Cavallaro said that Witness Tree has produced a restoration work plan and schedule to get the Village started. He said the dollar amounts would be taken from the Buildings and Ground Maintenance and Repair budget and in the future years, annual obligations and outside costs would be understood and acknowledged for inclusion in the annual budget.

**MOTION:** Moved by Trustee Hanley and seconded by Trustee Price to authorize a contract with Witness Tree Native Landscape, Inc. for consultation regarding the Prairie Meadow Park ecosystem restoration in an amount not to exceed \$1,725, and authorize a contract with Applied Ecological Services, Inc. for the application of herbicide at the site in an amount not to exceed \$3600. Upon roll call, motion was approved.

**AYES:** Trustees Hanley, Yuscka, Pflanz, Wilbrandt, Kembitzky and Price

**NAYS:** None

#### **D. FY2016-17 2nd Quarter Financial Report**

Director Danielson presented the 2016/17 2<sup>nd</sup> quarter financial report in which he said the Village is on track even though sales tax is down \$14,000. He said the critical months for sales tax receipts are November and December, which will be reported on in February or March.

Director Danielson said that Development Revenue is strong due to building permits relating to the improvements at Spring Hill Mall and the planned Memory Care Facility that have been issued this fiscal year.

Another area which is up for the fiscal year is Fines which can primarily be attributed to the re-installation of the red-light camera at the intersection of RTS 31/72 after its reconstruction.

Director Danielson addressed the Gasoline Tax which has had a decline of 7.6%. He said that on a national level, gasoline consumption has declined in recent years as is reflected in our Village's numbers. He said a primary reason for the continued decline in consumption over the past ten years is there has been a 43% increase in fuel economy and drivers under 40 years of age are driving 5% less than the historical average.

In the area of Sewer and Water Bills, he said that the 2016 summer season was somewhat hotter and drier than recent years and because of this water and sewer receipts are ahead of last year's figures by \$48,364, and that no rate adjustment for FY2016/17 has yet to be implemented.

Director Danielson said that as of October 31, 2016, the Capital Projects Fund had a cash/investment total of \$3,548,221 compared to \$1,603,915 one year ago. He did say that of this \$3,548,221, \$2,090,213 is earmarked in a separate account for the Village's required contributions for the Huntley Road reconstruction project.

Director Danielson spoke about Fund 5- Community Development which has to date received \$289,248 in home rule sales taxes. He said last year at this same time, \$302,286 had been received. He said this Fund also accounts for the Village's annual Heritage Fest at which \$94,233 was collected in total revenues for 2016 and expenditures were \$86,893.

He said in this Fund is a budgeted transfer of \$545,000 to the General Fund of which 50% has been made as of October 31, 2016. As of the close of the six month period, this Fund had a cash/investment balance of \$1,801,843 and of this amount approximately \$1,500,000 represents the remaining 2015 bond proceeds reserved for downtown redevelopment purposes

Director Danielson also addressed State Shared Revenues, Property Taxes, Interest Income, and Police and Fire Pensions.

**MOTION:** Moved by Trustee Kembitzky and seconded by Trustee Hanley to accept the Six-Month Financial Report as presented. Upon roll call, motion was approved.

**AYES:** Trustees Kembitzky, Price, Hanley, Yuscka, Pflanz and Wilbrandt

**NAYS:** None

## **XII. MISCELLANEOUS/FUTURE AGENDA ITEMS**

Trustee Wilbrandt reported that he attended the Community Service Awards event and that the Village of West Dundee's Community Service Award went to Becky Gillam.

Fire Chief Freise said there were 35 applicants who took the written test for the Fire Department. He said only 5 or 6 didn't pass the written requirements. He said there will be four nights of interviews scheduled for the top twenty. He also explained that are preferred points are given for education, military service, etc.

Trustee Price asked if the Tax Levy will be on the agenda for the next Board meeting.

## **XIII. ADJOURNMENT:**

**MOTION:** Moved by Trustee Wilbrandt seconded by Trustee Kembitzky to adjourn the Regular Board Meeting. Motion was approved by voice vote.

The Regular Board Meeting adjourned at 8:28 pm.

## **ATTEST:**

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Barbara Traver  
Village Clerk

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Christopher Nelson  
Village President