

**REGULAR BOARD MEETING**  
**Village Hall, 102 S. 2<sup>nd</sup> Street**

**April 19, 2021 – 7:30 pm**  
**Village of West Dundee**

**I. CALL TO ORDER:**

President Nelson called the Regular Board Meeting to order at 7:33 pm.

**II. ROLL CALL:**

Present were Village President Christopher Nelson, Trustees Dan Wilbrandt, Michelle Kembitzky, and Tom Price. Trustee Andy Yuscka attended via video conference. Trustees Pat Hanley and Cheryl Anderley were absent.

Also present were Village Manager Joseph Cavallaro, Finance Director David Danielson, Fire Chief Lance Harris, Police Chief Tony Gorski, Public Works Director Eric Babcock and Community Development Director Tim Scott.

There were four (4) people in the audience.

**III. PLEDGE OF ALLEGIENCE:**

Trustee Kembitzky led the Board and those in attendance in the Pledge of Allegiance.

**IV. APPROVAL OF AGENDA:**

**MOTION:** Moved by Trustee Kembitzky and seconded by Trustee Price to approve the agenda as presented. Motion was approved by acclamation.

**V. VILLAGE PRESIDENT'S REPORT:** There was no report.

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

Trustee Kembitzky asked to have a refuse container placed at the Pump House on Kittridge.

**VII. STAFF REPORTS:**

Manager Cavallaro said the County has finally authorized a vaccination site at the north end of Spring Hill Mall, which should open within a couple of weeks.

**VIII. QUESTIONS FROM THE AUDIENCE:**

Mr. Tony Garafalo, President of the Carrington HOA, addressed the Board on the condition of the sidewalks, especially in the Enclave section of Carrington Reserve. He said the condition of some of the sidewalks in the area is becoming dangerous as the sidewalks are starting to separate and the soil is eroding. There have been falls as a result of residents tripping over the deteriorating sidewalks and he has placed green flags on some of the sidewalks to warn the residents of a trip hazard.

Director Babcock said Public Works has done a complete inventory of the sidewalks in the community and sixteen (16) sidewalks in the Enclave need to be replaced as well as 455 in the balance of the community.

Discussion was held on using the CARES ACT monies or Motor Fuel Tax Funds to fund the sidewalk program. Director Babcock said bids specs are ready to go out and he should have the results within two weeks.

Director Babcock said he would do an analysis of the soil erosion at that location.

**IX. CONSENT AGENDA:**

- A. Approval of Bill List: April 19, 2021
- B. Approval of Minutes: April 5, 2021 Regular Board Meeting
- C. Authorization to Purchase Softener Salt through April 2022

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

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

**NAYS:** None

**ABSENT:** Trustees Hanley and Anderley

**X. RESOLUTIONS AND ORDINANCES:**

**A. Ordinance Adopting FY 2021/22 Annual Budget**

Trustee Kembitzky introduced this item for discussion, explaining that she couldn't make the motion as stipulated with the use of Fund 4 monies to purchase a vehicle for Fund 2.

Director Danielson noted that we will be revisiting the recommended capital items throughout the upcoming fiscal prior to the actual item being purchased or contracted for. He also said we plan on revisiting the Village's Water and Sewer Utility Fund at the close of the first quarter in order to discuss the current and future capital needs of this Fund and various financing options.

**MOTION:** Moved by Trustee Kembitzky and seconded by Trustee Wilbrandt to adopt an Ordinance Approving the Village of West Dundee's Annual Budget for FY 2021/22 as amended with the exception of \$40,000 to come from Fund 2 rather than Fund 4 for the purchase of a utility vehicle. Upon roll call, motion was approved.

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

**NAYS:** None

**ABSENT:** Trustees Hanley and Anderley

**B. Ordinance Amending Title 6, Chapter 3 Animal Control**

Trustee Wilbrandt said under this proposed amendment the West Dundee Police Department would have the discretion to hold the authority over the investigation and disposition regarding dangerous, vicious, or neglected dogs and dog bite cases or relinquish said authority back the Kane County Animal Control. He said this format is used in other communities in the area.

Chief Gorski said that the West Dundee Police Department retains the authority, all dispositions of cases and dogs would be determined by the Village Administrative Adjudication Department instead of the Kane County Circuit Court. He added that the Police Department would still be able to utilize KCAC for picking up stray dogs when an owner cannot be located and will be required to report, for rabies purposes only, all dog bites.

**MOTION:** Moved by Trustee Wilbrandt and seconded by Trustee Price to approve an Ordinance Amending Title 6, Chapter 3 Animal Control of the West Dundee Municipal Code of Ordinances. Upon roll call, motion was approved.

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

**NAYS:** None

**ABSENT:** Trustees Hanley and Anderley

**C. Ordinance Providing a Provisional Amendment to 2020-2021 and 2021-2022 Liquor and Video Gaming License Terms and Extending the Deadline for Renewal Applications**

Manager Cavallaro said this draft ordinance proposes to provide an extension of time for filing Liquor and Video Gaming Licenses for the 2021-22 license year, along with a 30-day extension of the existing 2020-21 Liquor and Video Gaming Licenses.

**MOTION:** Moved by Trustee Price and seconded by Trustee Kembitzky to adopt an Ordinance Amending the Municipal Code of the Village of West Dundee, Illinois 2004, as Amended, providing a provisional amendment to extend the 2020-2021 License Year for Liquor and Video Gaming Licenses to May 31, 2021, and amend 2021-2022 License Year to begin on June 1, 2021. Upon roll call, motion was approved.

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

**NAYS:** None

**ABSENT:** Trustees Hanley and Anderley

**XI. UNFINISHED BUSINESS:**

**A. Code Enforcement Directive**

Manager Cavallaro gave a brief summary on how our current Code Enforcement is being handled, along with the costs associated with code enforcement for the organization. He further added that due to the nature of the Police Department's 24 hour per day/7 day per week operation the Police Department tends to be the clearing house for many code enforcement issues within the Village when other departments are not open to the Public.

A discussion ensued regarding the current code enforcement officer's hours and salary, the support assistance provided to the administrative staff at Community Development, as well as moving this position to the Police Department and having a Community Service Officer take over some of the duties and allocation of the duties.

President Nelson said there are two options – status quo and/or having a Community Service Officer. He asked that this item be tabled and brought back including a table showing expenses.

Trustee Price asked about Crime Free Housing and said he would like a discussion on this at another time; either late summer or early fall.

**XII. NEW BUSINESS:**

**A. Ambulance Fee Schedule Increase**

Trustee Wilbrandt said that due to the increased costs, an increase in ambulance fees is being requested.

Chief Harris explained the fee schedule that is currently in place and said that using the outline provided by the Centers for Medicare and Medicaid Services, the recommended fee amount is \$2,521 regardless of type of service provided, in order to be consistent with Medicare.

He added that ambulance fees and charges are consistent with Medicare reimbursement which allows for the traditional acceptance of insurance payments to those we provide services wholly from their insurance company without charging the residents additional fees.

It was noted that no paperwork is sent to the residents, residents have no out of pocket expenses and residents who don't have insurance are included. It was also noted that 20% of calls are non-residents.

**MOTION:** Moved by Trustee Wilbrandt and seconded by Trustee Kembitzky to approve and adopt the ambulance fee increase as presented in the Ordinance Amending the Municipal Code of the Village of West Dundee Pertaining to the Schedule of Fees for Ambulance Services. Upon roll call, motion was approved.

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

**NAYS:** None

**ABSENT:** Trustees Hanley and Anderley

#### **B. Authorization to Solicit Proposals – 2021 Street Improvements**

Director Babcock said Baxter & Woodman has successfully completed the design for the 2021 Street Improvements Project. He said the scope of this year's project is defined in accordance with the Updated Pavement Maintenance Plan and is comprised of pavement removal, base repair, surface replacement and concrete repairs.

He added that two elements of the project beyond the original scope are the addition of South Fifth Street and pavement maintenance work at select Park District locations. He said per the existing Intergovernmental Agreement between West Dundee and the Dundee Township Park District; the Village is liable for 50% of pavement maintenance costs at these locations.

Director Babcock said Baxter & Woodman expects favorable bid pricing again this year with the hope of keeping the total project cost at or under \$1 million.

**MOTION:** Moved by Trustee Price and seconded by Trustee Wilbrandt to authorize Public Works staff and Baxter & Woodman Consulting Engineers to solicit proposals for the 2021 Street Improvements Project. Upon roll call, motion was approved.

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

**NAYS:** None

**ABSENT:** Trustees Hanley and Anderley

### **XIII. EXECUTIVE SESSION:**

#### **A. Section 2(c) (2) of Open Meetings Act: Collective Bargaining**

**MOTION:** Moved by Trustee Wilbrandt and seconded by Trustee Kembitzky to recess to Executive Session. Upon roll call, motion was approved.

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

**NAYS:** None

**ABSENT:** Trustees Hanley and Anderley

The Regular Board Meeting resumed at 8:33 pm.

**XIV. MISCELLANEOUS:**

Trustee Kemitzky asked if a Committee of the Whole Meeting could be scheduled for May to bring new Board members up to speed, and then once per quarter to discuss items that have been on the future agenda list or items that are in need of a more extensive discussion.

**XV. ADJOURNMENT:**

**MOTION:** Moved by Trustee Price and seconded by Trustee Kemitzky to adjourn the Regular Board Meeting. Motion was approved by acclamation.

The Regular Board Meeting adjourned at 8:35 pm.

**ATTEST:**

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Barbara Traver  
Village Clerk

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Christopher Nelson  
Village President

**EXECUTIVE SESSION**  
**Village Hall – 102 S. Second St.**

**April 19, 2021**  
**Village of West Dundee**

President Nelson called the Executive Session to Order at 8:25 pm.

Present were Trustees Price, Kembitzky and Wilbrandt. Trustee Yuscka attended via video conference. Trustees Hanley and Anderley were absent.

Also present were Village Manager Cavallaro, Finance Director Danielson and Chief Harris.

Discussion was held regarding Collective Bargaining.

**MOTION:** Moved by Trustee Wilbrandt and seconded by Trustee Kembitzky to adjourn the Executive Session and resume the Regular Board Meeting. Upon roll call, motion was approved.

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

**NAYS:** None

**ABSENT:** Trustees Hanley and Anderley

The Executive Session adjourned at 8:33 pm.

**ATTEST:**

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Barbara Traver, Village Clerk

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Christopher Nelson, Village President