

**REGULAR BOARD MEETING**  
**Village Hall, 102 South Second Street**

**July 22, 2013 - 7:00 pm**  
**Village of West Dundee**

**I. CALL TO ORDER:**

President Nelson called the Regular Board Meeting to order at 7:00 pm.

**II. ROLL CALL:**

Present were Village President Christopher Nelson, Trustees Billy Pflanz, Dan Wilbrandt, Michelle Kembitzky, Tom Price, Pat Hanley and Andy Yuscka.

Also present were Village Manager Joseph Cavallaro, Community Development Director Cathleen Tymoszenko, Police Chief Andrew Wieteska, Public Works Director Rich Babica, Fire Chief Randy Freise and two (2) persons in the audience.

**III. PLEDGE OF ALLEGIENCE:**

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

**IV. APPROVAL OF AGENDA:**

**MOTION:** Moved by Trustee Yuscka and seconded by Trustee Price to approve the agenda as presented. Motion was approved unanimously by voice vote.

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

President Nelson thanked Trustee Hanley for suggesting tonight's walking tour.

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

Trustee Kembitzky advised that about 25 people came to donate blood during the Blood Drive on July 17 at Spring Hill Mall. She and former Village President Larry Keller worked the event.

Trustee Yuscka thanked Public Works, Police and Fire for their efforts regarding storm damage response. Manager Cavallaro added that curbside cleanup will take about a week.

Trustee Price thanked staff for fixing his microphone on the dais.

**VII. VILLAGE STAFF REPORTS:**

Manager Cavallaro presented the plaque received in conjunction with the IRMA Small Member Risk Management Award for excellence in loss prevention. He noted that workplace safety is a long term trend for the organization that translates into financial savings. A savings of \$75,000 in premium costs was achieved last year alone based on the Village's excellent claims history.

Director Babica advised that crews will make an initial pass through town this week and another next week to collect storm debris. Trustee Price asked about private property. Director Babica stated that the Village has the right and obligation to remove limbs that may impact the public right of way. Manager Cavallaro stated that any limbs brought to the curb will be collected.

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

**IX. CONSENT AGENDA:**

- A. Approval of Bill List: July 22, 2013
- B. Approval of Minutes: June 17, 2013 Regular Board Meeting
- C. Approval of Minutes: June 18, 2013 Committee of the Whole Meeting
- D. Approval of Minutes: July 15, 2013 Regular Board Meeting
- E. Heritage Fest 2013 Approval Requests
- F. Approval of Film Production Agreement - J Oxford Studios

Trustee Kembitzky asked that Item F, Approval of Film Production Agreement - J Oxford Studios, be removed from the Consent Agenda. This item was moved to New Business.

**MOTION:** Moved by Trustee Price and seconded by Trustee Kembitzky to approve the Consent Agenda as amended to include Items A through E. Upon roll call, motion was approved.

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

**NAYS:** None

**IX. NEW BUSINESS:**

**A. Approval of Film Production Agreement - J Oxford Studios (Trustee Kembitzky)**

Trustee Kembitzky asked about the provision in the agreement regarding bill backs for use of personnel or equipment related to filming. Manager Cavallaro stated that this is a standard provision, but was not triggered for this small production.

He stated that the standard film production agreement was developed in response to filming of the major motion picture Road to Perdition in the late 1990s. Staff is recommending a streamlined process to allow for administrative approval for small scale production approvals.

**MOTION:** Moved by Trustee Kembitzky and seconded by Trustee Pflanz to authorize the Film Production Agreement with J Oxford Studios for the short film "Change Your Tune", dated June 27, 2013. Upon roll call, motion was approved.

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

**NAYS:** None

**B. Walking Tour - East Side Neighborhoods (Trustee Hanley)**

Trustee Hanley initiated a brainstorming of specific types of issues to keep an eye out for during the walking tour. He asked that consideration be given to the prevalence of any particular issues in the community and whether current ordinances are still appropriate.

Director Babica outlined sidewalk inspection procedures. He advised that vertical displacement of 1" is the standard for replacement and that grinding can resolve a ½" displacement.

Three groups, consisting of two Board members and two staff members each, went out to walk the areas of (1) Village Quarter Road, (2) Old Town North and (3) Old Town South.

The meeting reconvened in the Board Room at 8:38 pm. President Nelson asked for general impressions.

The prevalent concerns were trees and bushes encroaching on sidewalks, low hanging branches and sidewalk issues, but there was a general consensus that the community is well maintained.

Trustee Hanley suggested 2 additional seasonal employees be considered next year to focus on tree trimming, which would come at a lower cost than would be available through a contractor.

Letters will be sent to homeowners regarding specific encroachments or violations.

Trustee Pflanz commented on examples where chain link fencing was not allowed on a street facing property line, noting that chain link would be less obtrusive in many cases.

Manager Cavallaro advised that all notations made would be compiled for review and follow up.

**XI. EXECUTIVE SESSION:** There was none.

**XII. MISCELLANEOUS:**

Trustee Hanley asked about replacement of the Streets Superintendent. Manager Cavallaro noted that this position requires a great deal of administrative focus, and given the impending retirement of the Public Works Secretary, a hard look would be given to the administrative structure of the department. He noted that there is only \$20,000 in this year's budget for the position.

Trustee Price attended the recent Northern Kane County Chamber Open House at DreamCo Design, 102 W. Main Street. He stated that the event was well attended and the building renovations look great.

**XIII. ADJOURNMENT:**

**MOTION:** Moved by Trustee Price and seconded by Trustee Hanley to adjourn the Regular Board Meeting. Motion passed unanimously by voice vote.

The Regular Board Meeting adjourned at 8:52 pm.

**ATTEST:**

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Kim Tibbetts  
Deputy Village Clerk

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Christopher Nelson  
Village President