

REGULAR BOARD MEETING
Via Video Conference
Pursuant to Governor Pritzker's Executive Order
To Stay at Home to fight the spread of COVID-19

May 4, 2020 – 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 Christopher Nelson, Trustees Cheryl Anderley, Dan Wilbrandt, Michelle Kembitzky, Tom Price, Pat Hanley and Andy Yuscka.

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

All attendance was remote via video conference.

III. PLEDGE OF ALLEGIANCE:

Trustee Anderley 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 Hanley to approve the agenda, as presented. Motion passed unanimously by voice vote.

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

VI. REPORTS AND QUESTIONS FROM TRUSTEES AND WORKING GROUPS:

Trustee Anderley commented that McGinty Brothers is doing a good job with the tree trimming.

VII. STAFF REPORTS:

Police Chief Gorski said the Police Department is standing strong in this pandemic.

Manager Cavallaro said he will have an updated COVID-19 report out to the community and businesses this week.

Manager Cavallaro said he will have draft budget adjustment numbers for the Board this week, which will give a quick thumbnail sketch of where the Village is headed.

VIII. QUESTIONS FROM THE AUDIENCE: There were none.

IX. CONSENT AGENDA:

- A. Approval of Bill List: May 4, 2020
- B. Approval of Minutes: April 20, 2020

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

AYES: Trustees Kembitzky, Price, Hanley, Yuscka, Anderley and Wilbrandt

NAYS: None

X. RESOLUTIONS AND ORDINANCES:

A. Ordinance Regarding Temporary Executive Powers

President Nelson said that since the approval of the initial temporary executive authority for the Village President, Governor Pritzker issued an extended Stay at Home Order for Illinois residents in an effort to flatten the pandemic curve. The following ordinance provides for additional executive authority until the next Village Board Meeting, at which time it can be extended.

MOTION: Moved by Trustee Yuscka and seconded by Trustee Anderley to adopt an Ordinance Establishing Temporary Executive Powers Pursuant to 65ILCS 5/11-1/6. Upon roll call, motion was approved.

AYES: Trustees Yuscka, Anderley, Wilbrandt, Kembitzky, Price and Hanley.

NAYS: None

XI. NEW BUSINESS:

A. Recommendation to Award 2020 Street Improvements Project

Trustee Yuscka said that six bids were opened and prices were very favorable. The low bid was from J.A. Johnson Paving. He added that Baxter & Woodman stated that J.A. Johnson Paving is qualified to complete all the associated work with the project.

Director Babcock added that Baxter & Woodman has submitted a Construction Engineering Services Proposal which includes project initiation, construction administration, field observation, substantial completion administration, final completion administration and project closeout services. He said that Baxter & Woodman will provide these services at a cost less than \$4,000 more than last year's agreement despite the significant increase in project size.

MOTION: Moved by Trustee Yuscka and seconded by Trustee Kembitzky to award a contract to J.A. Johnson Paving Company of Arlington Heights, IL for the 2020 Street Improvements Project at a cost of \$747,267.73 and to approve a proposal with Baxter & Woodman for construction engineering services which cover the full scope of work at a cost not to exceed \$59,780.00. Upon roll call, motion was approved.

AYES: Trustees Yuscka, Anderley, Wilbrandt, Kembitzky, Price and Hanley

NAYS: None

B. Authorization to Purchase Zoll Cardiac Monitor/Defibrillator

Trustee Wilbrandt said that in order to achieve the ALS certification for Engine 31, there must be a monitor/defibrillator on board. He said that at the present time, we are borrowing one from East Dundee, but it is an older ZOLL M-Series monitor and needs to be replaced.

ZOLL Medical currently has indicated that the lead time for these monitors is 3-4 months, but admits that the current coronavirus pandemic may extend the delivery date.

Trustee Wilbrandt said that ordering this monitor now will provide us enough lead time to ensure that it is built, shipped, configured and in-service training scheduled for our members prior to the February deadline for operational use.

Trustee Kembitzky also added that the Village won't be expending the money until we receive the equipment.

MOTION: Moved by Trustee Wilbrandt and seconded by Trustee Yuscka to authorize the purchase of a ZOLL X-Series Cardiac Monitor Defibrillator in an amount not to exceed \$33,188. Upon roll call, motion was approved.

AYES: Trustees Wilbrandt, Kembitzky, Price, Hanley, Yuscka and Anderley

NAYS: None

C. Authorization to Purchase Replacement Network Servers

Manager Cavallaro said the acquisition of these new servers will enable the Village to proceed with the implementation of the move to Office 365, which was reviewed and approved by the Board. He added that funds for this project were included in the 2019/20 Budget Capital Projects Fund and will be reflected as a cost in last year's budget.

IT Director Spiro said that this can't be pushed off, as the old servers are seven (7) years old.

Manager Cavallaro said staff was able to source existing servers that are all one year old, and the total cost of these three servers is \$38,640. In addition, there will be a three year full maintenance contract with Meridian for \$5,520.78 bringing the total cost to \$44,160.78 which represents a savings of nearly \$30,000.

MOTION: Moved by Trustee Kembitzky and seconded by Trustee Anderley to approve the purchase of three (3) network servers from Meridian IT, including a three (3) year maintenance contract in an amount not to exceed \$44,160.78. Upon roll call, motion was approved.

AYES: Trustees Kembitzky, Price, Hanley, Yuscka, Anderley and Wilbrandt

NAYS: None

D. Recommendation to Cancel Heritage Fest 2020

Trustee Hanley said based on the current environment related to the COVID-19 pandemic, the requirements for social distancing, and the likelihood of continuing restrictions regarding large-scale events, a recommendation to cancel this year's Heritage Fest event may be in order.

He added that the Memorial Day Parade has been cancelled, as well as all of East Dundee's summer events including their Octoberfest, and the Park District has also cancelled all of their June events and will reevaluating their July events by mid-June.

Trustee Wilbrandt asked if we know where we will be in four months and said he would want to see what a smaller scale Heritage Fest would look like on the same weekend.

Manager Cavallaro said to put even a smaller event together will entail logistical obligations, i.e. keeping port-a-potties, tables, chairs sanitized, signing up volunteers, requirement to wear gloves and masks, as well as the likelihood of continued social distancing.

He said that a logical approach may be to partner with the Dundee Township Rotary Club, which has postponed their fundraising event to August or September, by providing some logistical support for their fundraiser as a community event during the time frame in which Heritage Fest usually takes place.

A discussion took place regarding the cancellation of Heritage Fest for the 2020 year and it was decided to table the discussion until the first meeting in July for further discussion.

E. Community Development Department – Full time Administrative Assistant Position

Director Scott said this is an opportunity to move to a single full-time position for the Community Development Department and Public Safety Center #2. He said the present part-time Administrative Assistant has expressed that she would like to transition to full-time work. He added that over the last six years, she has developed a detailed understanding of the procedures and processes that support PSC2.

Director Scott said that for the last year, the Department has outsourced the building related functions of plan review and inspection with Elgin-based B&F Construction Code Services. As an outsourced building function it has resulted in a cost savings, given project based billing and no benefits being provided, although the model does require different administrative support and much of the coordination of that relationship for coordination falls to this administrative position.

Trustee Wilbrandt said this may the right time to shift code compliance (property maintenance) from Community Development to the Police Department. He said under the Police Department it could benefit enforcement of the code. President Nelson asked that this be further explored with the Department Heads and revisited in four weeks.

MOTION: Moved by Trustee Price and seconded by Trustee Kemitzky to approve the change in status of the Administrative Assistant position within the Community Development Department from part-time to full-time. Upon roll call, motion was approved.

AYES: Trustees Price, Hanley, Yuscka, Anderley, Wilbrandt and Kemitzky
NAYS: None

XII. MISCELLANEOUS: There was none.

XIII. ADJOURNMENT:

MOTION: Moved by Trustee Anderley and seconded by Trustee Hanley to adjourn the Regular Board Meeting. Motion was approved by voice vote.

The Regular Board Meeting adjourned at 8:10 pm.

ATTEST:

Barbara Traver
Village Clerk

Christopher Nelson
Village President