

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

**February 18, 2019 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, Village Attorney Kathleen Field Orr, Finance Director David Danielson, Interim Police Chief Tony Gorski, Public Works Director Babcock and four (4) people in the audience.

**III. PLEDGE OF ALLEGIANCE:**

Trustee Price led 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 & QUESTIONS FROM TRUSTEES & WORKING GROUPS:**

There were no reports.

**VII. VILLAGE STAFF REPORTS:**

Manager Cavallaro said the Village received 300 tons of salt, which represents the remaining amount allowable under West Dundee's joint purchasing contract this year. He said additional salt is available, but at double the contractual price.

**VIII. QUESTIONS FROM THE AUDIENCE:**

- A. Items on the Agenda: There were none.
- B. Items not on the Agenda: There were none.

**IX. CONSENT AGENDA:**

- A. Approval of Bill List: February 18, 2019
- B. Approval of Minutes: February 4, 2019 Regular Board Meeting
- C. Daily Liquor Permit Requests: St. Catherine of Siena St. Patrick's Day Dinner Dance & Bingo Night

**MOTION:** Moved by Trustee Kembitzky and seconded by Trustee Yuscka 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. UNFINISHED BUSINESS:**

**A. Discussion Downtown Improvements Stage 2**

Trustee Price said the main goal of Stage 2 improvements is to complete the riverbank and remaining parking lot portions of the project; including permanent curbing necessary for safety and liability purposes, along with the completion of the Riverwalk walkway, landscaping, lighting, and final pavement and markings for the parking lot.

Trustee Price said the basic plan for Stage 2 was also to determine a location for the replica Pump House building and facilitate the utility and service needs, with the construction of the building itself potentially deferred and considered as part of Stage 3.

Trustee Price said the principal decision that needs to be made in regards to the Pump House at this time is a final location and basic size, so that the surrounding improvements can be facilitated.

Mike Rechterik, V3 Engineering, explained that the Pump House cannot be located in the floodway. He said that the Pump House can be placed in the flood plain, but would require that the Pump House be approximately 2 feet about the base flood elevation, which will require ADA accessibility due to the fact that building improvements could not be set at grade.

Mr. Rechterik added that there is a possibility that a variance could be sought through a FEMA submittal, but that approval may not be likely, and may come with the requirement that the building be flood proofed and/or have flood insurance in either case.

Trustee Price said that the focus on the potential municipal use of the building in an effort to reduce its overall size and cost would be limited to washroom facilities and a small storage or concession area.

After considerable discussion among the Trustees, it was agreed that the Pump House would be best utilized if constructed on the north, reserving space for it now, bringing utilities to the location, but to wait and build it until final cost and usage are determined.

After direction from the Board, Manager Cavallaro said he would do an amendment to the existing contract.

**XI. NEW BUSINESS:**

**A. 3<sup>rd</sup> Quarter Financial Report**

Finance Director Danielson presented the Nine Month Financial Report, explaining that it is right on target. He gave a listing of the cash/investment balances of the various operating funds of the Village in comparison to where the Village was at the same time one year ago. He did tell the Board to remember that the cash/investment balances are merely a snapshot of the current balances as of a particular date and are subject to great variances depending on when particular revenue sources are received or expenditures made.

Director Danielson proceeded to go through the General Fund touching briefly on Sales Taxes which he said are meeting budgeted numbers, State Shared Revenues, which are projected to slightly exceed the budgeted figures, Development Revenue, which he said is greatly lower than last year's total due to the development permits that were paid by Continental for their Springs at Canterfield apartment complex during the 2017/2018 fiscal year. He did add that Staff is

anticipating the Casey's General Store/Gas station project which has been approved will be permitted prior to the close of the fiscal year.

Under General Fund Expenses, Director Danielson said that the Legal Department will probably exceed the total budgeted amount by approximately \$25,000 in fiscal year 2018/2019 primarily relating to litigation fees relating to the First United Methodist Church property.

Director Danielson said total budgeted expenses for the Police Department for FY 2018/2019 are \$3,627,367 and as of today, he is projecting that \$3,688,017 will be expended. The reason for this overage primarily relating to the agreement with CUSD300 for the creation of a School Resources Officer that was approved after the budget was adopted for FY2018/2019 and these additional expenses are offset as a revenue sources within General Fund Revenues and not within the Police Department's operating budget.

Director Danielson said in the Fire Department overtime costs were up due to a full-time lieutenant being off work for several months due to a non-work related injury and significant overtime costs were incurred in order to properly cover this shift. He also added due to unanticipated additional expenses pertaining to vehicle and equipment repairs and the increased overtime expenses incurred, it is anticipated that the Fire Department will exceed its budget by approximately \$50,000.

Director Danielson briefly discussed the Street Department and Building and Grounds Department which are anticipated to fall below the budgeted amount.

Director Danielson briefed the Board on the Sewer and Water Department, which was affected by the wettest season on record. He also spoke about the expenditures for the Water Division and the Sewer Division and said efforts are made to ensure that this Fund lives within its budgeted amounts. He said the on-going challenge, however, is adjusting for the variables that we cannot control (such as weather, treatment charges, electrical energy costs, etc.) that can greatly impact the bottom line.

In conclusion Director Danielson said that a new report for the Board's review is included as part of this Quarterly Report. Entitled "Quarterly Tax Revenues", this report replaces the individual reports such as Sales Taxes, Food and Beverage Taxes, Downtown Business Tax, etc. that were previously provided. He said this new report summarizes the major tax revenues collected by the Village on a quarterly basis and compares the current fiscal year to the previous one.

#### **B. Special Event Approval: St. Patrick's Day Fireworks**

Trustee Hanley said the fireworks display is proposed for Saturday, March 16, 2019 and additional activities for St. Patrick's Day will take place in East Dundee on the previous Saturday, March 9, 2019, which is the same day as Emmett's Big Wheel Race, including a parade and a 5K.

Discussion took place regarding future consideration of having these activities on two separate and consecutive weekends taxes the Village's scheduling for both Police and Fire Staff and adds to the Village's costs due to increased staffing and overtime to facilitate activities on both weekends. It was discussed that moving forward, the Village of West Dundee will express to the organizers of these activities that the Village of West Dundee will continue to support the effort to coordinate St. Patrick's Day activities, but with a limit to a single day for all activities, and that the weekend selected be the one closest to March 17<sup>th</sup>. If this is not acceptable then the Village of West Dundee will require reimbursement for both our Police and Fire costs on the second weekend of activities, prior to any such approval.

**MOTION:** Moved by Trustee Hanley and seconded by Trustee Price to authorize the issuance of a permit for display of fireworks along the footbridge on Saturday, March 16, 2019 at approximately 7:30 pm, in conjunction with St. Patrick's Day festivities, as submitted by Bandito Barney's Beach Club – Roger Shelton subject to the satisfaction of the following requirements:

1. That formal approval of the firework display permit is granted by Fire Prevention Officer Rick Paul.
2. That the display be subject to the NFPA 1123 Standards by which the Heritage Fest display is conducted and the number of 3" shells to be utilized in the display be approved by Fire Prevention Officer Rick Paul.
3. Written notification of the fireworks event be provided to West Dundee residents in the immediate area of Lincoln Avenue, Fifth Street and Fourth Street between Geneva and Lincoln, by the event sponsor or their designee, by no later than March 8, 2019.
4. The cost of a post-fireworks roof inspection for the property located at 410 Lincoln Avenue, West Dundee shall be paid by the event sponsor or their designee.

Upon roll call, motion was approved.

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

**C. Special Event & Daily Liquor Permit: Emmett's Big Wheel Race & St. Patrick's Day Celebration**

Trustee Hanley said this is a request from Emmett's to conduct their annual St. Patrick's Day celebration on Saturday, March 9, 2019 with no change from the format of the event over last year.

**MOTION:** Moved by Trustee Hanley and seconded by Trustee Price to approve a Special Event Application and a Daily Liquor Permit request for Emmett's, located at 128 W. Main Street, for the St. Patrick's Day Celebration and Big Wheel Race on Saturday, March 9, 2019 between the hours of 9am and 5pm. Upon roll call, motion was approved.

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

**XII. MISCELLANEOUS / FUTURE AGENDA ITEMS:** There were none.

**XIV. ADJOURNMENT:**

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

The Regular Board Meeting adjourned at 8:08 pm.

**ATTEST:**

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Barbara Traver  
Village Clerk

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Christopher Nelson  
Village President