

REGULAR BOARD MEETING
Village Hall, 102 South Second Street

March 31, 2014, 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 Nelson, Trustees Pflanz, Wilbrandt, Kembitzky, Price, Hanley and Yuska.

Also present were Village Manager Cavallaro, Finance Director Danielson, Community Development Director Tymoszenko, Public Works Director Babica, Fire Chief Freise, Police Chief Wieteska, and eight (8) people in the audience. Village Attorney Brechin was absent.

III. PLEDGE OF ALLEGIENCE:

Trustee Wilbrandt led the Board and the audience in the Pledge of Allegiance.

IV. APPROVAL OF AGENDA:

MOTION: Moved by Trustee Hanley and seconded by Trustee Pflanz to approve the agenda as presented. Motion was unanimous.

V. VILLAGE PRESIDENT'S REPORT:

A. Proclamation – Peggy Finley Day

President Nelson read the Proclamation for Peggy Finley Day to be held on Wednesday, April 2, 2014. Proclamation attached.

VI. REPORTS AND QUESTIONS FROM TRUSTEES:

Trustee Pflanz announced the birth of his son Travis William, 7lbs. 8oz. 21" long on Wednesday, March 26, 2014.

VII. VILLAGE STAFF REPORTS:

Chief Freise informed the Board that firefighter James Amos, while off duty, saved the life of a woman in cardiac arrest at Lifetime Fitness. He said the Department is very proud of him.

VIII. QUESTIONS FROM THE AUDIENCE:

Peggy Finley asked about the status of Spring Hill Mall. President Nelson said that the ownership is looking at options and are excited about the future for the Mall.

IX. CONSENT AGENDA:

- A. Approval of Bill List: April 7, 2014**
- B. Professional Services Agreement with Dan Shomon, Inc.**

Trustee Kembitzky asked for clarification on the dates in the agreement. The dates will be changed to April, May and June.

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

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

NAYS: None

X. RESOLUTIONS AND ORDINANCES:

A. Resolution Authorizing Application for Riverboat Fund

Trustee Price said the Village is proposing to submit a grant application that will allow us to obtain funding to help us advance the master plan initiatives after its adoption. He said these were identified as optional additional services in the proposals and included the tasks outlined in the resolution, i.e. marketing graphics and publications, retail merchant education and support, developer solicitation, preliminary design of public project or public space and temporary furnishing for pop-up retailing.

MOTION: Moved by Trustee Price and seconded by Trustee Yuscka to authorize Resolution 14-02, A Resolution Authorizing Application for Kane County Riverboat Funds and Execution of all Necessary Documents. Upon roll call, motion was approved.

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

NAYS: None

XI. NEW BUSINESS:

A. FY 2014/15 Initial Budget Presentation

Manager Cavallaro explained the Budget procedures to the Board. He said there would more discussions on the budget at the April meetings April 7th, a Public Hearing at the Committee of the Whole Meeting on the 14th, and adoption of the budget in its final form at the Regular Board Meeting on April 21st.

Manager Cavallaro said it is a challenging budget with an approximate deficit of \$300,000 in terms of expenses over revenues. He said the primary cause for the deficit is the reduction in sales taxes due to the impending closing of the Target store in May. He explained that there are three options available to the Village to eliminate the deficit: (1) continue to reduce expenses in order to ensure that expenditures don't exceed expected revenues; (2) increase or identify additional revenues to fill the gap in meeting the Village's operational expenses; (3) some combination of options 1 and 2.

Manager Cavallaro said earlier in the year, directives were given to the Department Managers to try and maintain service levels as best they can and attempt to accommodate a budget increase of only 1.5% in terms of operational expenses of each department. He said some Departments were successful in achieving that goal, however Police and Fire were not, primarily due to issues outside of their control i.e. pension cost increases, QuadCom and salary increases.

Director Danielson told the Board that budget is very realistic in its projections, providing funding for minimum levels needed for services and provides for foresight and planning of the community's future needs. He said it continues to provide the most effective and efficient use of resources to meet the high level of service needs of the community, while minimizing operational costs.

Director Danielson addressed revenues, specifically the Sales Tax revenues, which he is projective to be \$1.775 million for the fiscal year 2014/15. He cited the increase in the property tax levy, which he said the average homeowner of a \$250,000 home will see an increase of \$52 in the portion of their property tax bill directly attributable to West Dundee.

He also addressed the Motor Fuel Tax Fund, explaining that a transfer continues to be shown for the month year to the General Fund. This year's transfer is in the amount of \$242,000, and is used to offset certain roadway obligations as it relates to Public Works responsibilities such as salaries, snow removal and road salt.

Director Danielson said that the Village is transferring a certain portion of the Community Development Fund monies received back to the General Fund to assist in funding operations.

He said that the State of Illinois' financial situation doesn't appear to be improving, but projected revenues for this year's Income Tax and State Use Tax are being projected slightly higher than last year's per capita rates. Motor Fuel Tax projections are down due to increased fuel economy and current high gas prices per gallon.

Director Danielson addressed the Water & Sewer Fund, as well as development revenue which is not budgeted for new construction until a permit is issued, court fines are stable, hotel/motel revenues are up as well as ambulance fees. He said he is in the process of reviewing the numbers for the Computer Support Contract which will be going up next year.

Manager Cavallaro gave an overview of the Legislative, Legal and Administration/Finance Departments.

Chief Freise presented the Fire Department 2014/15 Budget citing the goals and accomplishments for the 2013/14 fiscal year and the fiscal year goals and objectives for 2014/15. Goals highlighted were to inspect all commercial businesses within the Village, instituting and streamlining response procedures in the Quad Com area, and continued participation in the U.S. Fire Administration's Assistance to Firefighters Grant Program.

Chief Wieteska presented the Police Department 2014/15 Budget citing the goals and accomplishments for the past year as well as the objectives for the coming fiscal year. He cited the continued reduction in overtime, having an officer being fully trained in SWAT Tactics, and is looking into and requesting funding for one additional full-time sworn patrol officer in order to meet minimum staffing requirements. He also addressed updating the aging front line patrol vehicle fleet.

Trustee Kemitzky asked that Chief Wieteska e-mail the Board a list of vehicles and their total mileage.

President Nelson asked about truck traffic enforcement. A brief discussion was held on this and will be looked into at a future date.

Director Tymoszenko presented the Community Development budget, explaining that the department is responsible for economic development, planning and zoning, appearance and historic review, code enforcement and property maintenance. She also said that the Department works to attract and facilitate economic development opportunities and redevelopment activities that are aligned with the goals and objectives of the Village's comprehensive plan, strategic plan and other Village Board expressed goals or concerns.

She explained that on a quarterly basis, the status of economic development goals in the form of a property by property review of available sites is documented. In the Western Corridor, the Department is continuing to work toward annexing all properties that are expected to be within the corporate limits. She noted that the largest parcel, the Galvin site, the draft annexation agreement, use map and the public hearing to recommend zoning has been completed. She said that a concept plan approval was also achieved for a subdivision which would include a multiple family apartment parcel and two commercial frontage parcels along with a new traffic light.

She also addressed developments for Carrington Crossing, the Corporate Park west of Randall Road, Route 31 corridor, the Haeger property, historic downtown and the Mall and its surroundings.

Director Babica presented the Public Works Street Division budget, which he said has a minimal increase from last year's budget. He said the department was reorganized this year and that the department responded to over 2000 requests from the community.

A brief discussion was held regarding the expected 10% increase in the electricity Rate 25 contract, including relamping of Tartans and Hills and conversion of lighting to LED.

Director Babica presented the Building and Grounds Department budget, which he said has very limited increases. He gave a brief account of the 2013/14 accomplishments as well as the goals and objectives for 2014/15.

A discussion took place regarding the starting salaries for the seasonal workers, contracting out for mowing and what each of the seasonal workers responsibilities are.

The next two budgets presented were the Water & Sewer Utility fund: revenues and the Water & Sewer Utility Fund: Water Treatment Division. There is a recommendation from staff for a 2% increase in Sewer and Water rates in order to balance this year's Sewer & Water operating expenses.

Director Danielson said if the Board is in agreement with the 2% increase he will have an Ordinance prepared for the April 21, 2014 Board meeting. He also noted that he expects the Sleepy Hollow billing to be flat for next year

Under the Water Treatment Division, contractual services were discussed. The objective for the upcoming fiscal year is to ensure that the Village's water supply meets or exceeds all IEPA standards for potable water.

Under the Sewage Treatment Division it was noted that it has been fairly stable over the past three years. A brief discussion was held regarding treatment charges and capital improvements which include the replacing of pump two at the Third Street Lift Station, and the purchasing of a pump for the Acorn Court Lift Station.

Manager Cavallaro presented the budgets for Motor Fuel Tax, Capital Projects Fund, Community Development Fund, Debt Service Fund, TIF#2 Springhill Gateway and Carrington Reserve Special Service Area #4.

A brief discussion was held on items in the Capital Projects Fund, including putting the painting of the Spring Hill Water Tower off for one year, looking into another way of paying for the painting and getting other cost estimates. Discussion also took place on the resurfacing of some of the streets in town and various ways this could be done and changing downtown snow removal and the way to pay for it.

XII. MISCELLANEOUS: There was none.

XIII. ADJOURNMENT:

MOTION: Moved by Trustee Kembitzky and seconded by Trustee Pflanz to adjourn the Regular Board meeting. Motion was unanimous.

The Regular Board Meeting adjourned at 10:40pm.

ATTEST:

Barbara Traver
Village Clerk

Christopher Nelson
Village President