

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

**December 4, 2017 – 7:30 pm**  
**Village of West Dundee**

**I. CALL TO ORDER:**

President Nelson called the Regular Board Meeting to order at 7:30 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, Community Development Director Timothy Scott, Finance Director David Danielson, Fire Chief Randy Freise, Police Chief Andrew Wieteska, Police Sargent James Breon, Village Attorney Kathleen Field Orr and approximately fifty (50) people in audience.

**III. PLEDGE OF ALLEGIENCE:**

Trustee Anderley led those in attendance in the Pledge of Allegiance.

**IV. APPROVAL OF AGENDA:**

**MOTION:** Moved by Trustee Kembitzky and seconded by Trustee Hanley to approve the agenda, as presented. Motion passed unanimously by voice vote.

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

**A. Lamplighter Lifesaving Award - Officer Scheffler**

Chief Wieteska advised that 20-year veteran officer, Officer John Scheffler, has been nominated for a Lamplighter Lifesaving Award for rendering lifesaving aid to a 2½ year old boy named Becket after he fell into a pool and became unresponsive on September 9, 2017. Chief Wieteska played an audio/visual presentation describing the incident and the actions taken by Officer Scheffler, who arrived on the scene within 90 seconds, as well as a letter of thanks from Becket's mother.

Chief Wieteska introduced Kristina Diana and Braden Wilson, East Dundee Fire Protection District Paramedics who responded to the call and provided additional treatment, and the Neely family (Becket, his parents and sister). He also recognized QuadCom Dispatcher Matthew Gneich, who was unable to attend. He then introduced Officer Scheffler.

President Nelson and Fire Chief Randy Freise presented Officer Scheffler with a plaque recognizing his quick action to aid a 2½ year old drowning victim and performing life saving measures to revive the child. Chief Wieteska presented Officer Scheffler with a service bar for this especially meaningful lifesaving event.

Officer Scheffler thanked the Chiefs, Board and fellow staff, specifically the department's CPR trainer, West Dundee Fire Lieutenant Dave Strossner, as well as his family.

Following the award presentation, much of the audience vacated the Board Room.

**B. Proclamation - State of Illinois Bicentennial**

President Nelson read a Proclamation recognizing and commending the State of Illinois in honor of its Bicentennial Celebration, which will occur over the next year. On December 3, 2018, the State of Illinois will celebrate its 200 year anniversary of becoming the 21<sup>st</sup> state in the union.

**C. 2017 Property Tax Levy - Public Hearing**

**MOTION:** Moved by Trustee Hanley and seconded by Trustee Kembitzky to open the Public Hearing. Upon roll call, motion was approved.

The Public Hearing opened at 7:51 pm.

**AYES:** Trustee Hanley, Yuscka, Anderley, Wilbrandt, Kembitzky and Price

**NAYS:** None

Director Danielson stated that due to the fact that the Village has proposed to increase the property tax levy by more than 5% over the 2016 levy amount, the required "Truth in Taxation" notification was published in the November 27, 2017 issue of the Daily Herald.

He said that direction was given to staff at the November 20, 2017 Board Meeting to include the sum of \$4,563,966, an increase of 8.6% over last year's levy of \$4,202,118. Since that time, final 2018 IMRF requirements were received, allowing for a \$55,000 reduction in the originally proposed levy. The amended levy proposal is \$4,508,966.

Manager Cavallaro said the purpose of the increased levy amount is two fold: (1) To fully fund the statutorily required increases for the Police and Fire Pension Funds and Social Security, and (2) provide an additional \$300,000 to ensure a total of \$900,000 in funding for the identified capital needs of the Village during FY 2018-19, which include streets and infrastructure maintenance and improvements, and vehicle and equipment replacements.

There were no comments or questions from the Village Board.

Director Danielson noted that based on a 9% increase in overall EAV with new construction and reappraisals, it is estimated that, for an average home valued at \$237,500, the West Dundee portion of the property tax levy would increase by approximately \$46.00.

Trayvon Hatcher, West Dundee resident and high school student, asked what the term "levy" means. Director Danielson explained that the property tax levy is the total amount of money that the Village will request that Kane County collect from West Dundee residents through a tax on property. Kane County will then distribute that levy amount back to the Village of West Dundee.

**MOTION:** Moved by Trustee Kembitzky and seconded by Trustee Price to close the Public Hearing. Upon roll call, motion was approved.

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

**NAYS:** None

The Public Hearing closed at 7:59 pm.

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

Trustee Kembitzky noted that the lights downtown look great.

She also asked if leaf collection would continue. Manager Cavallaro noted that the last official collection day will be Thursday, December 7, and that notification was posted today at the Village's website and social media outlets. If necessary, the Village can make a dumpster available for residents that need to dispose of additional bagged leaves. He stated that leaf collection must end so that the fleet can be readied for snow removal operations.

Trustee Price recognized staff and Trustee Anderley for their work on this year's Dickens in Dundee event.

## **VII. VILLAGE STAFF REPORTS:**

Chief Wieteska noted that the holiday season is always extra busy for the Police Department. He added that the Shop With A Cop namesake event was held on Saturday, with over 100 kids from local low income families participating alongside several area police departments.

Director Scott stated that, with the continued good weather, many permits have been issued for work to be completed prior to winter.

Manager Cavallaro added that the riverfront stabilization work is progressing. Although a majority of the work will be completed this construction season, completion of this work will be carried over to Spring.

Trustee Hanley commented that there is a 3 to 4 foot drop in the parking lot and suggested that it be surrounded by construction barrels prior to first snowfall.

## **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: December 4, 2017
- B. Ordinance Authorizing the Sale or Trade of Surplus Vehicles
- C. Approval of Minutes - November 6, 2017 Regular Board Meeting
- D. Approval of Minutes - November 20, 2017 Regular Board Meeting

In regards to Item B, Trustee Kembitzky asked what the cost differential would be between towing and the auction estimate. Chief Freise stated that towing is expected to cost less than \$100, while the auction estimates are between \$800 and \$1,200 for each of the two vehicles.

**MOTION:** Moved by Trustee Yuscka and seconded by Trustee Hanley to approve the Consent Agenda. Upon roll call, motion was approved unanimously.

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

## **X. RESOLUTIONS AND ORDINANCES:**

- A. **2017 Tax Levy Ordinance (Trustee Kembitzky)**

Trustee Kembitzky noted that the levy recommendation has been decreased from that which was published in the newspaper. The requested levy is \$4,508,966.

She reminded the Board that numerous new revenue sources have been considered in recent years, however there continues to be a budget shortfall for necessary capital improvements.

**MOTION:** Moved by Trustee Kembitzky and seconded by Trustee Yuscka to approve an Ordinance for the Levy and Assessment of Taxes for the Fiscal Year Commencing May 1, 2017 and ending April 30, 2018 for the Village of West Dundee, Illinois. Upon roll call, motion was approved at a vote of 4 to 2.

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

**NAYS:** Trustees Anderley and Wilbrandt

**B. 2017 Tax Levy Ordinance - SSA#4 (Trustee Kembitzky)**

Trustee Kembitzky advised that SSA #4 was established to reimburse the Village for the costs associated with the maintenance of the open spaces within the Carrington Reserve subdivision. The levy request is \$30,000, paid solely by the properties within this defined area.

**MOTION:** Moved by Trustee Kembitzky and seconded by Trustee Price to adopt an Ordinance adopting the Tax Levy of the Special Service Area #4 within the Village of West Dundee, Illinois. Upon roll call, motion was approved unanimously.

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

**NAYS:** None

**C. 2017 Tax Levy Ordinance - SSA#6 (Trustee Kembitzky)**

Trustee Kembitzky advised that SSA #6 was established to reimburse the Village for the costs associated with the \$1,500,000 bond issue the Village authorized in 2010 for the SpringHill Gateway project. The levy request is \$95,990, paid solely by the properties within this defined area.

**MOTION:** Moved by Trustee Kembitzky and seconded by Trustee Price to adopt an Ordinance adopting the Tax Levy of the Special Service Area #6, partially abating the required tax levy as established by Ordinance #10-16 within the Village of West Dundee, Illinois. Upon roll call, motion was approved unanimously.

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

**NAYS:** None

**D. 2017 Tax Levy Ordinance - SSA#9 (Trustee Kembitzky)**

Trustee Kembitzky advised that SSA #9 was established to assist in financing of the economic development activities that are underway in the Village's downtown area, as well as to provide partial funding for the unique services this area receives. The levy request is \$40,000, paid solely by the properties within this defined area.

**MOTION:** Moved by Trustee Kembitzky and seconded by Trustee Price to adopt an Ordinance adopting the Tax Levy of the Special Service Area #9 within the Village of West Dundee, Illinois. Upon roll call, motion was approved by a vote of 5 to 1.

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

**NAYS:** Trustee Wilbrandt

- E. 2017 Bond Abatement - 2010 G.O. Bond Series A-B (Trustee Kembitzky)**
- F. 2017 Bond Abatement - 2015 G.O. Bond Series (Trustee Kembitzky)**

Trustee Kembitzky advised that, the bond ordinances stipulate that the Village is to levy property taxes for the purpose of bond and interest payments, as having this language in the ordinance afforded the Village a more favorable interest rate on the bonds. However, the Village has historically abated levies for debt service on an annual basis.

**MOTION:** Moved by Trustee Kembitzky and seconded by Trustee Price to adopt a Resolution for the full reduction of taxes heretofore levied for the payment of General Obligation Bonds Series 2010A, 2010B and 2015 of the Village of West Dundee, Illinois. Upon roll call, motion was approved unanimously.

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

- G. Ordinance Amending the Municipal Code Addressing Parking Regulations for a Boat, Trailer, Camper or Recreational Vehicle (Trustee Price)**

Trustee Price stated that this ordinance will formalize the guidelines by which parking/storage regulations for boats, trailers, campers or RVs are currently enforced, including the requirement for parking on an improved surface and screening from the side yard and street.

Trustee Hanley raised a number of questions, including language in the ordinance regarding such vehicles being in “mobile condition,” indicating that for long term storage, typically such vehicles are put up on blocks to preserve the tires. Attorney Orr advised that this language could be changed to “operable”. He referenced the required distance from the side yard property line of 3 feet, asking if there is a required distance from the home in regards to fire code.

Trustee Hanley also initiated discussion about the size/height of allowable vehicles in conjunction to the required screening height of 5 feet, questioning whether the Village should disallow taller vehicles to be stored on a residential property. Trustee Price suggested vegetative screening that will grow taller than 5 feet may be most appropriate, and could be encouraged.

Manager Cavallaro indicated that staff will take a closer look at the concerns discussed and will return with an amended draft ordinance.

Trustee Price asked about how long such vehicles may be parked in front of a home (48 hours), referencing residents’ need to keep such vehicles at their residence between trips when used frequently.

**MOTION:** Moved by Trustee Price and seconded by Trustee Hanley to table the consideration of an ordinance amending the municipal code addressing parking regulations for a boat, trailer, camper or recreational vehicle to the first Village Board Meeting in February, 2018. Upon roll call, motion was approved unanimously.

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

**H. Resolution Appropriating Capital Funds for the Huntley Road Widening and Reconstruction Project (Trustee Yuscza)**

Manager Cavallaro noted that, as the lead agency on the Huntley Road Widening and Reconstruction Project, the Illinois Department of Transportation (IDOT) requires the passage of a resolution formally appropriating capital funds for such.

**MOTION:** Moved by Trustee Yuscza and seconded by Trustee Hanley to approve a Resolution Appropriating Capital Improvement Funds for Construction and Construction Engineering for the Huntley Road Widening and Reconstruction Project, in the amount of \$3,083,126. Upon roll call, motion was approved unanimously.

**AYES:** Trustees Yuscza, Anderley, Wilbrandt, Kembitzky, Price and Hanley

**NAYS:** None

**I. Ordinance Amending the Municipal Code Relating to Personnel Policies and Procedures and Sexual Harassment Policy (Trustee Kembitzky)**

Trustee Kembitzky advised that pursuant to recently adopted State legislation, an amendment is needed to the Village's existing Sexual Harassment Policy.

Attorney Orr added that, while the existing policy is more than adequate to address sexual harassment, Public Act 100-534 requires specific language to be present in the municipal code, which this amendment will provide.

**MOTION:** Moved by Trustee Kembitzky and seconded by Trustee Anderley to approve an Ordinance Amending the West Dundee Municipal Code Relating to its Personnel Policies and Sexual Harassment Policy. Upon roll call, motion was approved unanimously.

**AYES:** Trustees Yuscza, Anderley, Wilbrandt, Kembitzky, Price and Hanley

**NAYS:** None

**XI. NEW BUSINESS:**

**A. Consideration of an Agreement for Spring Hill Mall Planning with the Sizemore Group (Trustee Price)**

Trustee Price introduced this item, noting that the proposed planning work would provide direction for the development of the Spring Hill Mall area.

President Nelson added that with Phases 1 and 2 of the Spring Hill Mall redevelopment complete, there is a need to look forward to continue this momentum and progress, and to show prospective investors the vision and desired direction for the mall area's further development.

President Nelson added that the Village has expended no funds to Rouse for the mall's redevelopment to date, as the mall has not met the financial goals required for such.

Trustee Price inquired about the need to have an understanding of the area market potential. Director Scott indicated that he would evaluate the most efficient way to access relevant data.

Trustee Price asked, and Director Scott confirmed, that Sizemore Group has been involved in similar mall projects.

President Nelson indicated that this planning exercise would provide a high level 10-15 year projection. He indicated that walkability and a campus-like environment are desired.

**MOTION:** Moved by Trustee Price and seconded by Trustee Kembitzky to table the consideration of an agreement for Spring Hill Mall Planning with the Sizemore Group to the first Village Board Meeting in January, 2018. Upon roll call, motion was approved unanimously.

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

**B. Extension of Auditing Contract - Selden Fox (Trustee Kembitzky)**

Trustee Kembitzky stated that the auditing firm of Selden Fox has been the Village's auditor for a number of years, with the exception of one year that Wolf and Company was utilized unsuccessfully. She noted that Selden Fox has always done a great job for the Village, and that their rates are reasonable.

**MOTION:** Moved by Trustee Kembitzky and seconded by Trustee Yuscka to authorize a contract for auditing services with Selden Fox for the cost of \$28,000 for Fiscal Year 2017/18, \$28,900 for Fiscal Year 2018/19, and \$29,800 for Fiscal Year 2019/20. Upon roll call, motion was approved unanimously.

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

**C. Intergovernmental Agreement to Provide IT Services to the Village of South Barrington (Trustee Kembitzky)**

Trustee Kembitzky noted that the Village maintains Information Technology (IT) contracts with a number of other governmental entities in the immediate area, and that the Village of South Barrington contacted us based on the expertise of the West Dundee IT Department in regards to public safety. Attorney Orr has reviewed the agreement and made some minor changes.

**MOTION:** Moved by Trustee Kembitzky and seconded by Trustee Yuscka to authorize staff to enter into an Intergovernmental Agreement between the Village of West Dundee and the Village of South Barrington for Information Technology Support, effective January 1, 2018. Upon roll call, motion was approved unanimously.

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

Trustee Hanley asked if our IT Department is adequately staffed. Manager Cavallaro advised that there are 3 part-time employees in the IT Department, and hours have been increased slightly to accommodate the additional contract. He added that the needs of South Barrington are not complex and are within the scope of our existing staff.

Trustee Wilbrandt commented favorably about this consolidation of resources. Chief Freise added that East Dundee & Countryside Fire Protection District, for whom he also serves as Chief, serves the South Barrington area, and the continuity of IT support services will be beneficial from that perspective.

**XII. MISCELLANEOUS / FUTURE AGENDA ITEMS:**

Consideration of an ordinance amending the municipal code addressing parking regulations for a boat, trailer, camper or recreational vehicle has been tabled to the first Village Board Meeting in February, 2018.

Consideration of an agreement with the Sizemore Group for Spring Hill Mall planning has been tabled to the first Village Board Meeting in January, 2018.

Trustee Kembitzky requested that consideration be given to changing the day on which Regular Board Meetings are scheduled from Mondays to Tuesdays. Manager Cavallaro suggested that this topic be formally discussed at the next Village Board Meeting.

President Nelson noted that the December 18, 2017 Regular Board Meeting would be cancelled, assuming that no pressing issues arise.

**XIII. ADJOURNMENT:**

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

The Regular Board Meeting adjourned at 8:55 pm.

**ATTEST:**

\_\_\_\_\_  
Kim Tibbetts  
Deputy Village Clerk

\_\_\_\_\_  
Christopher Nelson  
Village President

**EXECUTIVE SESSION**  
**Village Hall, 102 S. Second Street**

**Monday, September 25, 2017**  
**Village of West Dundee**

President Nelson called the Executive Session to order at 8:01 pm for the purpose of discussing personnel pursuant to Section 2(c)(1) of the Illinois Open Meetings Act.

Present were Village President Christopher Nelson, Trustees Cheryl Anderley, Dan Wilbrandt, Tom Price, Pat Hanley and Andy Yuscka. Trustee Kembitzky was absent.

Village Manager Joseph Cavallaro, Public Works Director Eric Babcock and Finance Director David Danielson were also present.

Discussion was held regarding proposed appointments within the Public Works Department.

**MOTION:** Moved by Trustee Hanley and seconded by Trustee Price to adjourn the Executive Session. Upon roll call, motion was approved.

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

**NAYS:** None

**ABSENT:** Trustee Kembitzky

The Executive Session adjourned at 8:16 pm.

**ATTEST:**

\_\_\_\_\_  
Kim Tibbetts  
Deputy Village Clerk

\_\_\_\_\_  
Christopher Nelson  
Village President