

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

**June 6, 2016 - 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 Nelson, Trustees Pflanz, Wilbrandt, Kembitzky, Price and Yuscka. Trustee Hanley was absent.

Also present were Village Manager Cavallaro, Attorney Brechin, Finance Director Danielson, Community Development Director Scott, Public Works Director Babcock, Fire Chief Freise, Police Chief Wieteska and five (5) people in the audience.

**III. PLEDGE OF ALLEGIANCE:**

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

**IV. APPROVAL OF AGENDA:**

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

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

**A. Fire Pension Board Appointment – Jack Festen**

President Nelson introduced Mr. Jack Festen who has been nominated to fill the vacant seat on the Fire Pension Board. He gave a brief background of Mr. Festen's experience.

**MOTION:** Moved by Trustee Wilbrandt and seconded by Trustee Kembitzky to confirm the appointment of Mr. Jack Festen to the Fire Pension Board. Upon roll call, motion was approved.

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

**NAYS:** None

**ABSENT:** Trustee Hanley

President Nelson congratulated Trustee Pflanz on earning his doctorate on the 19<sup>th</sup> of May in Pharmacology.

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

Trustee Kembitzky commented on the Memorial Day Parade. She suggested that instead of candy, the Trustees hand out little flags. She said she did that and it was very well received by the attendees.

**VII. VILLAGE STAFF REPORTS:**

Director Scott said that there will be a preconstruction meeting with Oelheld on Thursday, June 9<sup>th</sup> prior to beginning construction in Oakview Corporate Park. He will have a report for the next Board meeting on the Renishaw development.

Village Clerk Traver commented on the sponsorship support for Heritage Fest from the West Dundee businesses.

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

**IX. CONSENT AGENDA:**

- A. Approval of Bill List: April 30, 2016
- B. Approval of Bill List: June 2, 2016
- C. Approval of Minutes: May 16, 2016 Regular Board Meeting

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

**AYES:** Trustees Pflanz, Wilbrandt, Kembitzky, Price and Yuscka  
**NAYS:** None  
**ABSENT:** Trustee Hanley

**X. NEW BUSINESS:**

**A. Memorandum of Understanding – Land Acquisition for the Reconstruction of Huntley Road**

Trustee Pflanz explained that the Villages of West Dundee and Carpentersville have shared local funding obligations associated with the Huntley Road Improvements Project, and to continue the equitable distribution of expenditures, a Memorandum of Understanding is needed to clearly define land acquisition responsibilities for each municipality. The MOU clarifies that the Village of West Dundee will be responsible for land acquisition for all parcels located south of the Huntley Road centerline, and the Village of Carpentersville will be responsible for land acquisition for all parcels located north of the centerline of Huntley Road.

Manager Cavallaro said the properties for West Dundee include parcels owned by the Regan family, Rouse, Tartans Shopping Center and Tim Collins.

**MOTION:** Moved by Trustee Pflanz and seconded by Trustee Price to approve a Memorandum of Understanding by and between the Village of Carpentersville and the Village of West Dundee Regarding Land Acquisition for the Reconstruction of Huntley Road. Upon roll call, motion was approved.

**AYES:** Trustees Price, Yuscka, Pflanz, Wilbrandt and Kembitzky  
**NAYS:** None  
**ABSENT:** Trustee Hanley

**B. Declare of Truck 32 Surplus and Sale to ECC**

Trustee Wilbrandt explained that this is a proposal to sell T32, a ladder truck, to Elgin Community College for their new fire academy, and to use the proceeds for the refurbishment of our reserve engine E32. The proposed negotiated sale price is \$60,000.

Chief Freise said T32 is a 75' ladder truck, which is not needed as the Fire Department has an aerial ladder truck T31. He said the money from the sale can be put toward the refurbishment of E32, the Department's reserve engine.

He explained to the Board that E32 has failed its annual pump test and needs to be refurbished at this time and if not refurbished, it will eventually become unusable and the Village would then need to purchase new. He said the cost of a new engine is \$500,000-\$650,000. He received a quote from Pierce to refurbish E32 at \$187,329, which he said would be the worst case scenario. He also added that Pierce has indicated that they will not piecemeal the refurbishment, which would hold the costs down.

Chief Freise said he is proposing to use the \$60,000 from the sale of T32 and adding an additional \$80,000-\$120,000 from the Capital Budget to refurbish E32. He said this should add an additional 10-15 years service life to E32.

A brief discussion took place regarding some of the refurbishment which includes the water tank, and a transmission retarder which helps with the braking (E32 carries the hoses and water), and the risks of not refurbishing, as well as the costs.

**MOTION:** Moved by Trustee Wilbrandt and seconded by Trustee Pflanz to declare Truck 32 surplus and to authorize the execution of the sale of Truck 32 between the Village of West Dundee and Elgin Community College for the price of \$60,000 with proceeds of the sale to be used to refurbish Engine 32. Upon roll call, motion was approved.

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

**NAYS:** None

**ABSENT:** Trustee Hanley

**C. Intergovernmental Agreement for Shared Fire Chief – East Dundee & Countryside Fire Protection District and West Dundee Fire Department**

Chief Freise gave the background for this concept as well as the advantages and financials.

Chief Freise said the Chief Schmitendorf is retiring from the East Dundee & Countryside Fire Protection District in December 2016, and stated that his Fire District Board is very interested in signing an Intergovernmental Agreement with West Dundee for sharing the Fire Chief position

Chief Freise said one of the main advantages for sharing a Fire Chief is that both parties would realize a cost savings as it is the general agreement that the cost of the chief position would be shared 50/50 (salary and benefits), as well as sharing of vehicles, training and programs.

Chief Freise said East Dundee & Countryside is open to the shared Chief using one of their Command/Chief cars with a cost savings of \$50,000.

The Board held a brief discussion regarding procedures and responsibilities. Chief Freise would remain an employee of West Dundee, giving full effort to both departments and he would be responsible for personnel as the Deputy Chief would report to him.

It should be noted that this not the municipality of East Dundee.

Manager Cavallaro said the format is similar to our IT and Training Services which are shared with other governmental entities.

**MOTION:** Moved by Trustee Wilbrandt and seconded by Trustee Kembitzky to approve the execution of an Intergovernmental Agreement with the East Dundee and Countryside Fire Protection District for Fire Chief Joint Management Services. Upon roll call, motion was approved.

**AYES:** Trustee Wilbrandt, Kembitzky, Price, Yuscka and Pflanz  
**NAYS:** None  
**ABSENT:** Trustee Hanley

**D. Professional Engineering Service-Design & Construction RFP for Downtown Parcels**

Trustee Price introduced this item for discussion, explaining that staff is recommending that V3 work with Hitchcock Design Group to prepare a second proposal that would take the demolition results and prepare a set of plans and documentation for solicitation of bids to complete the improvements, pursuant to the Village's budget allowance of a minimum of \$500,000 towards the implementation of the public/riverfront improvements. The areas proposed for demolition are 89-99 W. Main, 98 Oregon and 118 S. First Street.

In answer to Trustee Price's questions about permits, George Schober of V3 said that storm water permits will be needed and that a wetland assessment at this time is optional and since some of the area is in a flood plain there maybe a permit needed for erosion control.

In answer to Trustee Kembitzky's question regarding reimbursable expenses up to \$1500, it was noted that anything over \$400 requires the Village's sign off.

Manager Cavallaro noted that the Village has a good relationship with both firms.

**MOTION:** Moved by Trustee Price and seconded by Trustee Yuscka to authorize the execution of a Professional Services Agreement between the Village of West Dundee, V3 Companies of Woodridge, IL and Hitchcock Design Group of Naperville, IL as a subcontractor to V3, for the development of restoration, design, and construction documents for building demolition areas and various downtown buildings located at 89-99 W Main, 118 S. First Street and 98 Oregon, in an amount not to exceed \$88,200. Upon roll call, motion was approved.

**AYES:** Trustees Price, Yuscka, Pflanz, Wilbrandt and Kembitzky  
**NAYS:** None  
**ABSENT:** Trustee Hanley

**XII. EXECUTIVE SESSION:**

**MOTION:** Moved by Trustee Pflanz and seconded by Trustee Yuscka to recess to Executive Session for the purpose of discussing Collective Bargaining. Upon roll call, motion was approved.

**AYES:** Trustees Pflanz, Wilbrandt, Kembitzky, Price and Yuscka  
**NAYS:** None  
**ABSENT:** Trustee Hanley

The Regular Board Meeting recessed at 8:18 pm.

The Regular Board Meeting resumed at 8:44 pm.

**XII. MISCELLANEOUS:**

Discussion was held regarding the proposals for the development of the property at 200 Washington Street. Discussion regarded density, size, physical form, financials and economics, as well as land use, number of households and spending income.

The Board wants to see plan reviews and feedback first on other developments that have been proposed by the Metropolitan Housing Development Corporation before making decisions about the property use.

Director Scott was tasked to provide feedback before the June 20, 2016 Board Meeting or the first Board meeting in July.

Trustee Kemitzky inquired about a newspaper article regarding “tiny houses”. Manager Cavallaro said that type of housing doesn’t meet our required minimum square footages.

**XIII. ITEMS FOR FUTURE DISCUSSION:**

- A. Report on Renishaw Development
- B. Report on Metropolitan Housing Development Corporation

**XIV. ADJOURNMENT:**

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

The Regular Board Meeting adjourned at 9:15 pm.

**ATTEST:**

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Barbara Traver  
Village Clerk

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Christopher Nelson  
Village President

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

**Monday, June 6, 2016**  
**Village of West Dundee**

President Nelson called the Executive Session to order at 8:19 pm for the purpose of discussing Collective Bargaining pursuant to Section 2(c) (5) of the Open Meetings Act.

Present were Village President Nelson, Trustees Pflanz, Wilbrandt, Kembitzky, Price and Yuscka. Trustee Hanley was absent.

Also present were Village Manager Cavallaro, Village Attorney Brechin, Finance Director Danielson, Chief Wieteska and Director Scott.

Discussion was held regarding the collective bargaining process with the West Dundee MAP union chapter.

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

**AYES:** Trustee Pflanz, Wilbrandt, Kembitzky, Price and Yuscka

**NAYS:** None

**ABSENT:** Trustee Hanley

The Executive Session adjourned at 8:43 pm.

**ATTEST:**

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Barbara Traver  
Village Clerk

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Christopher Nelson  
Village President