

REGULAR BOARD MEETING
Village Hall, 102 S. Second Street

February 19, 2018 – 7:30 pm
Village of West Dundee

I. CALL TO ORDER:

President Nelson called the Regular Board Meeting to order at 7:30pm.

II. ROLL CALL:

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

Also present were Village Manager Joseph Cavallaro, Attorney James Binninger, Police Chief Andy Wieteska, Public Works Director Eric Babcock, Finance Director Danielson and twenty (20) people in audience.

III. PLEDGE OF ALLEGIANCE:

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

IV. APPROVAL OF AGENDA:

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

V. VILLAGE PRESIDENT’S REPORT:

A. Recognition: Dundee Township Lions Club

U.S. Congressman Peter J. Roskam read a statement, which has been entered into the Congressional Record, honoring the Dundee Township Lions Club on their 80th anniversary. He praised them for their service to the community and on reaching the milestone of 80 years.

VI. REPORTS AND QUESTIONS FROM TRUSTEES & WORKING GROUPS:

Trustee Anderley asked where the Village is at with the parking of the tour buses at RocHaus.

Manager Cavallaro said he has a meeting scheduled for Tuesday or Wednesday of this week to see what can be done. Trustee Yuscka commented that when it was Clearwater, we used the Haeger parking lot and offered valet service for the patrons.

VII. VILLAGE STAFF REPORTS:

President Nelson thanked Public Works for their snow removal efforts with the last storm and thanked Director Babcock for the map of Huntley Road.

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. Ratification of Manual Check: February 6, 2018
- B. Approval of Bill List: February 19 2018
- C. Approval of Minutes: February 5, 2018 Regular Board Meeting

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

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

X. NEW BUSINESS:

A. Authorization to Refurbish One of Two Ford Model 710 Leaf Loaders

Trustee Yuscka said that with age, deterioration and repeated failure of the Village's two Ford Model 710 Leaf Loaders, Public Works has conducted an extensive research into available equipment options. A viable solution has been reached with the complete refurbishment of the Village's existing Ford Model 710 Leaf Loaders to original factory specifications.

Director Babcock said this service is available by a sole source by the name of Messicks. He said Messicks is very experienced in this specific scope of work, having completed full restoration on countless Ford Leaf Loaders. He said they have provided the Village with an estimate which covers what they consider a typical refurbishment operation. He further added that Messick can fabricate any individual part.

MOTION: Moved by Trustee Yuscka and seconded by Trustee Price to waive competitive bidding on account of specialized service and authorize staff to refurbish one (1) of the two (2) existing Ford Model 710 Leaf Loader machines at a cost not to exceed \$65,000.00; with refurbishment services to be provided by Messick's of Elizabethtown, PA and freight services to be provided by Gallano Trucking of Belvidere, IL. Upon roll call, motion was approved.

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

B. Authorization to Solicit Proposals - 2018 Professional Tree Trimming Contract

Director Babcock said that the Village usually solicits proposals and awards an annual contract for the entirety of required tree care services aside from parkway tree replacements. He said staff is advocating a change to that practice with the intention to ensure the best possible price and eliminate the uncertainty of contractual labor management.

He stated that for large-scale tree trimming, where a contractor is conducting sustained work all day, every day for two to three straight weeks, the per labor hour cost measurement is not ideal. He said the contractor can allocate as few or as many staff as they see fit, which directly impacts Village costs; but the Village has no means in which to measure the impact those decisions have on project duration or volume of work completed.

Director Babcock said that staff believes this can be solved easily by means of bidding large-scale parkway tree trimming as stand-alone projects above and beyond the basic professional tree care

service contracts. He added that the guess work is eliminated and the potential for economies of scale is introduced.

MOTION: Moved by Trustee Yuscka and seconded by Trustee Kembitzky to authorize Public Works staff to solicit proposals for the 2018 Professional Large Scale Tree Trimming Contract. Upon roll call, motion was approved.

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

C. Consideration of Permit Extensions

Trustee Price said the Community Development Department is requesting and recommending building permit extensions.

He said that the scope and nature of construction projects varies greatly and that an extension beyond one year shall be considered by the Village President and Board of Trustees. He said there are five (5) permits that need extension, three (3) for a 12-18 month extension; one (1) for a 24-30 month extension and one (1) for a 30 to 36 month extension.

MOTION: Moved by Trustee Price and seconded by Trustee Kembitzky to approve permit extensions as specified. Upon roll call, motion was approved.

AYES: Trustees Price, Yuscka, Anderley and Kembitzky
NAYS: None
ABSENT: Trustee Hanley
ABSTAIN: Trustee Wilbrandt

D. St. Patrick's Day Special Event Request and Daily Liquor Permit Request by Bleuroot, 98 W Main Street

Manager Cavallaro said this event is Bleuroot's first ever St. Patrick's Day celebration on Saturday, March 10. He said the event will be conducted on North First Street immediately adjacent to their establishment.

He said the proposed hours are 12:00 pm until 6:00 pm with the street reopening by 8:00 pm. He said barriers would be put up.

MOTION: Moved by Trustee Yuscka and seconded by Trustee Price to approve a Daily Liquor Permit and a Special Event Permit to Bleuroot for a St. Patrick's Day Celebration on Saturday, March 10, 2018 from 12:00 pm to 6:00 pm, including the closure of North First Street from 6:00am to 8:00pm, in conformance with all applicable Village Ordinances and Specified Conditions. Upon roll call, motion was approved.

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

E. 3rd Quarter Financial Report

Finance Director Danielson said this report is a fairly clear indication of where the Village will be at the end of the year.

He said that total development revenue for the Village is greatly exceeding last year's total due to the development permits that have been paid for the current fiscal year. He added that the large increase in development revenue is the primary reason why General Fund Revenues are showing a year-over-year increase of \$1,169,241. He said it is important to note that the monthly Revenue and Expenditure Reports that are prepared for the Village Board "back out" this one time revenue source in order to provide more accurate reflecting of the Village's operating revenues and expenditures. He said the major permits that have been issued so far this fiscal year include the Springs at Canterfield apartment complex, the Gardner Capital senior housing development, and the construction of a new facility for Helukabel to be located in the Opus Industrial Park.

Director Danielson said that Sales Taxes are running slightly ahead of last year's numbers. He said at this point he is cautiously predicting that sales tax receipts may ahead by \$15,000.

Director Danielson said State Shared Revenues (State Income Tax, State Use Tax and Motor Fuel Tax) are slightly exceeding budgeted figures.

He said that as of this date, the Village's nine month revenues/expenditures are in line with budgeted amounts and barring any unforeseen major expenditures, he estimated that the General Operations Fund revenues and expenses will reflect the following:

Total General Fund Budgeted Revenues	\$10,555,976
Total General Fund Projected Revenues	\$10,498,418
Total General Fund Budgeted Expenses	\$10, 758, 442
Total General Fund Projected Expenses	\$10,588,738

Projected Surplus (Deficit) as of 01/31/2018 \$ (60,320)

Director Danielson noted that when the 2017/18 budget was finalized, we had programmed an operational deficit of \$200,000 for the year due to the additional \$200,000 transfer that was authorized to be made from the General Fund to the Capital Projects Fund due to the strong existing cash/investment balance within the General Fund. As of January 31, 2018, the cash/investment balance of the General Fund was \$4,771,670.

XI. EXECUTIVE SESSION:

A. Section 2(c)(1) of the IL Open Meetings Act: Personnel

MOTION: Moved by Trustee Kembitzky and seconded by Trustee Price to recess from the Regular Board Meeting to Executive Session. Upon roll call, motion was approved.

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

NAYS: None

ABSENT: Trustee Hanley

The Regular Board Meeting resumed at 8:04 pm.

XII. MISCELLANEOUS / FUTURE AGENDA ITEMS:

Trustee Kembitzky asked about developer's fees and would like a comparison of these fees with other municipalities.

XIII. ADJOURNMENT:

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

The Regular Board Meeting adjourned at 8:05 pm.

ATTEST:

Barbara Traver
Village Clerk

Christopher Nelson
Village President

EXECUTIVE SESSION
Village Hall 102 S. Second Street

February 19, 2018
Village of West Dundee

President Nelson called the Executive Session to order at 7:57 pm for the purpose of discussing Section 2(c) (1) of the IL Open Meetings Act: Personnel.

Present were Trustees Anderley, Wilbrandt, Kembitzky, Price and Yuscka. Trustee Hanley was absent.

Also present were Village Manager Cavallaro, Attorney Binninger, Finance Director Danielson and Police Chief Wieteska.

Discussion was held regarding a personnel issue.

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

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

NAYS: None

ABSENT: Trustee Hanley

The Executive Session adjourned at 8:04 pm.

ATTEST:

Barbara Traver, Village Clerk

Christopher Nelson, Village President