

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

**October 10, 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, Hanley and Yuscka.

Also present were Village Manager Cavallaro, Public Works Director Babcock and Roxanne Bennett, Director of the Fox River Valley Public Library District. There was no audience.

**III. PLEDGE OF ALLEGIENCE:**

Trustee Hanley 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:** There was none.

**VI. REPORTS AND QUESTIONS FROM TRUSTEES:** There were none.

**VII. VILLAGE STAFF REPORTS:**

Public Works Director Babcock said that the leaf collection will begin September 17, 2016.

**VIII. QUESTIONS FROM THE AUDIENCE:**

**A. Items on the Agenda** There were none.

**B. Items not on the Agenda**

Roxanne Bennett, Fox River Valley Public Library District Executive Director, spoke on the referendum proposal for the Library District which serves East Dundee, West Dundee, Carpentersville, Gilberts, Sleepy Hollow and portions of Algonquin, Elgin and Barrington Hills.

She said the increase in the tax rate for library services is 21 cents per \$100 of net taxable value, which is a 40% reduction of the initial proposal from the mailer which was sent out in May. Ms. Bennett said that it has been 40 years since the construction of the Dundee Library and that the population of the service area has doubled in the last 20 years. As a result the Library District is out of room to address current needs.

Funds from a voter approved referendum would be spent for improvements to existing Dundee Library, construction of a new, full-service library near Randall Road and maintenance and operation of both.

She said plans for a new library would include a large early childhood area, larger collections for all ages, multipurpose rooms for programs, meetings, and group study, computer classroom and easy to browse shelving, wide aisles and comfortable seating.

She urged residents to visit the website and use the tax calculator on the website to see what the increase on taxes would be for them.

**IX. CONSENT AGENDA:**

- A. Approval of Bill List: October 2016
- B. Approval of Minutes: September 26 2016 Regular Board Meeting

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

**AYES:** Trustees Hanley, Yuscka, Pflanz, Wilbrandt, Kemitzky and Price

**NAYS:** None

**X. UNFINISHED BUSINESS:**

**A. Heritage Fest Discussion**

Trustee Hanley referred to Manager Cavallaro's memo of October 7, 2016 which covered budget and financials, logistics, cooperation, event date and community survey.

Manager Cavallaro said that it was the best year for sponsorships, costs were down on entertainment, but up on consumables. He said beverage sales were less than previous years, but can be attributed to a growing appetite for craft beers, which in turns brings a lesser dollar amount to the Village for Beer sales.

It was discussed to raise the price of domestic beer tickets to \$5.

Manager Cavallaro said that East Dundee's participation with increased liquor privileges over the past 3 years is impacting our beer sales for the event and that the increase in food and drink options between East and West Dundee on this weekend does affect the allocation of discretionary monies that are available to be spent.

Manager Cavallaro said logistically, there were some issues, including the solicitation of volunteers, demobilization of the crafters vacating Lincoln Avenue, and some issues with the shuttle driver who was not given a copy of the route map.

Trustee Hanley suggested that we use an electronic sign up approach, and have a key individual for Friday and Saturday nights (7pm-11pm) for supervision and to make sure the shift is filled.

Trustee Hanley said he had connections with some bands and would get a list of bands that may be available for Heritage Fest. Manager Cavallaro noted that most major acts are booked in November.

Director Babcock explained scheduling of Public Works staff for Heritage Fest, the use of temporary employees, who performed well for the activities during the event, but a need to look for another solution for the cleanup and resetting for the next day after 11pm.

Manager Cavallaro also said that it may be necessary to relocate the Public Works staging area, dumpster, equipment and golf carts as there is concern for injury, as well as ingress and egress.

Discussion took place on the advantages and disadvantages for both municipalities celebrating Heritage Fest on the same dates with duplication of the various activities.

It was decided that Manager Cavallaro and President Nelson would speak with the representatives of East Dundee with the suggestions given during the discussion.

Trustee Price suggested that a community survey be sent to both the north and south side of Old Town as well as sending an online version out to the community at large via the Village Newslit email system.

**XI. NEW BUSINESS:**

**A. Recommendation to Authorize Re-Establishment of the Public Works Secretary Position to Full-Time Status**

Director Babcock said that re-establishing this position as full time provides full administrative coverage to the Public Works Department during all hours of business. He said that Christin Mangan has proven herself to be a valuable asset both to the Public Works Department and the Village as a whole since she has been employed there part time and has expanded her hours to ensure the continued smooth operation of the Department.

**MOTION:** Moved by Trustee Yuscka and seconded by Trustee Price to authorize re-establishment of the Public Works Secretary position to full-time status beginning on October 24, 2016. Upon roll call, motion was approved.

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

**XII. MISCELLANEOUS/FUTURE AGENDA ITEMS**

Manager Cavallaro informed the Board of an incident concerning a DUI driver which took place Monday evening near and around South End Park.

**XIII. ADJOURNMENT:**

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

The Regular Board Meeting adjourned at 8:40 pm.

**ATTEST:**

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Barbara Traver  
Village Clerk

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Christopher Nelson  
Village President