

REGULAR BOARD MEETING
Village Hall, 102 S. Second Street

September 10, 2018 – 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 Dan Wilbrandt, Michelle Kembitzky, Tom Price, Pat Hanley and Andy Yuscka. Trustee Cheryl Anderley was absent.

Also present were Village Manager Joseph Cavallaro, Attorney Kathy Orr, Public Works Director Eric Babcock, Fire Chief Randy Freise, Police Chief Andy Wieteska and Community Development Director Tim Scott. There were twenty-five (25) people in the 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 Hanley to approve the agenda, as presented. Motion passed unanimously by voice vote.

V. VILLAGE PRESIDENT’S REPORT:

President Nelson asked for a moment of silence in memory of West Dundee resident and former Village employee Bob Haines, who recently passed.

A. Oath of Office – Officer Mark Self

Police Chief Wieteska presented the a brief background of Officer Self’s education and employment history. He added that Officer Self will be attending the Suburban Law Enforcement Academy at the College of DuPage and after graduation he will go through the Field Training Program and is expected to be on solo patrol in early spring 2019.

Officer Self introduced his family and guests and thanked them for being there.

Officer Self’s mother pinned on his badge and Commissioner Kevin Rynders of the Police and Fire Commission administered the Oath of Office.

President Nelson administered the Oath of Honor to Officer Self and the other Police Officers present at the meeting.

- B. Proclamation – National Suicide Prevention Awareness Month**
- C. Proclamation – Constitution Week**

President Nelson asked that the Proclamations be entered into the record.

VI. REPORTS AND QUESTIONS FROM TRUSTEES & WORKING GROUPS:

Trustee Yuscka inquired about the piece of land off Huntley Road at Tartan’s Crossings. Manager Cavallaro said he would look into it to see if it was still available and the amount of acreage.

Trustee Wilbrandt commented on the Farm to Table Community Dinner which he said was a great success.

Trustee Hanley commented on the Touch a Truck held at Spring Hill Mall last Saturday. He said it was very well attended.

VII. VILLAGE STAFF REPORTS:

Director Babcock said there was no issue on using the non coal tar for the repaving of the PSC2 and the Public Works parking lots.

Chief Freise said he has been asked to speak to the Rotary Club about the Fire Department at their luncheon Tuesday and he and Fire Department members have been invited to attend the Tuesday night Supper on the Hill at the First Congregational Church in appreciation of their service to the community.

Village Clerk Traver reminded everyone of Heritage Fest and the need for volunteers.

Manager Cavallaro said that the Village has been receiving complaints from residents about the cut thru traffic occurring with the lane closures on Route 72. He said the Village is working on additional strategies to help alleviate this.

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 Checks: August 31, 2018
- B. Approval of Bill List: September 10, 2018
- C. Approval of Minutes: August 20, 2018 Regular Board Meeting
- D. 801 Wesemann Drive: Leafs Ice Centre – Touch a Truck Special Event

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

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

NAYS: None

ABSENT: Trustee Anderley

X. RESOLUTIONS AND ORDINANCES:

- A. Consideration of an Ordinance Related to Short Term Rental and Bed and Breakfast Uses**

Trustee Price said that at the July Board meeting the Board discussed an outline of the draft text amendments along with the process for potential approval for short term rental and Bed and

Breakfast Uses. He said the Planning & Zoning Commission held a public hearing on August 27, 2018 and voted unanimously to recommend approval of the request.

He said that the proposed is the following definition: “Short Term Rental: use of a single dwelling unit located within the primary structure within the B-1 Downtown Business District for residential purposes for a period of thirty (30) consecutive days or less.”

A brief discussion was held on the licensing and inspection of these short term rentals (property owners must first obtain a business license and rental registration, plus their unit would need to undergo a yearly inspection), units would be leased for up to 30 days at a time with the stipulation that these rentals be for the entire unit, and there will be a 6% tax on short-term rentals.

It was noted in the discussion that there will be a text amendment to the regulations of the R-B Residential Business District that would add Bed And Breakfast under R-B Permitted Uses for clarification and consistency with existing uses.

Director Scott said that property owners who have been offering short term rentals in areas outside the downtown such as, single family residences within single family residential districts will be notified of the code change and asked to stop.

MOTION: Moved by Trustee Price and seconded by Trustee Yuscka to approve an Ordinance Amending the Municipal Code Addressing Short Term Rentals and Bed and Breakfast Uses. Upon roll call, motion was approved.

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

NAYS: None

ABSENT: Trustee Anderley

XI. NEW BUSINESS:

A. Recommendation to Award Tree Planting Contract and Purchase Trees

Trustee Yuscka said that the bids for the tree planting contract and the purchase of trees came in at lower than expected number which will allow the Village to increase the total number of tree replacements to 125.

Director Babcock said the low proposal for the planting of the trees was provided by Americana Landscape Group of Elgin, IL. He added that the Village worked with Americana Landscape last year and were pleased with the results.

Director Babcock said that the proposals for the purchase of the trees will be from four vendors according to the lowest price per species.

MOTION: Moved by Trustee Yuscka and seconded by Trustee Price to award a contract to Americana Landscape Group of Elgin, IL for the contractual planting of 125 parkway trees at a total cost of \$8,015.00 and to authorize Public Works staff to purchase 125 trees from four different vendors at a total cost of \$22,461.00, to support the 2018 Parkway Tree Replacement Program. Upon roll call, motion was approved.

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

NAYS: None

ABSENT: Trustee Anderley

B. Discussion of Business License, Rental Registration and Retenancing Inspection Fees

Trustee Hanley said that since the existing Business License program was adopted in 2003, and the annual fee has remained at \$35.00, regardless of the physical size of the business, the number of employees or the complexity of the business operations.

Trustee Hanley also said that the annual fee for Rental Registration has remained at \$35 regardless of the size of the rental or number of units.

A discussion ensued and Chief Freise was asked to comment on the amount of time involved with inspections. He said that Fire & Safety Inspections are done by Rick Paul and Mike Kelly does all the building inspections. He said it takes a lot of time to inspect multi family and commercial businesses.

He said that the building inspector, Mike Kelly, does 100 % of the new development inspections and, as time permits multi family.

He said the Fire Department inspects each commercial building once a year, each shift doing 100 per year for a total of 300.

Further discussion took place on whether or not fees should be based on the amount of time, money and personnel it takes to do the inspections, and a suggestion to charge a fee whenever a new tenant moves into an existing commercial space as this also has costs that should be covered.

It was also suggested that single family rental homes be inspected to ensure the safety of the tenants as well as the property owner. It was also discussed to have a strict code enforcement plan rather than creating inspections in single family rental homes.

Director Scott said his department has a list of property owners who have rental property and that it is updated and available. It also has records for all commercial properties in West Dundee.

An explanation of the Crime Free Housing Education was given by Attorney Orr. She said it gives the owner the right to have in the lease that the tenant waives eviction if a persistent problem continues (2 or 3 police calls). It excludes domestic cases.

Chief Freise said that Carpentersville has the Crime Free Housing Education program and inspections are done every other year.

Manager Cavallaro said that Village staff has conducted a survey of the surrounding communities in terms of both Business Licensing and Rental Registration and are proposing a tiered, progressive fee program for both of these areas.

He said he would put together a comprehensive approach noting the discussions and have revised figures presented in a draft ordinance in October.

XII. MISCELLANEOUS AND FUTURE AGENDA ITEMS:

Trustee Hanley asked about if there was any information about who is using the public parking lots. Manager Cavallaro said he referred him to the information previously provided.

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 8:14 pm.

ATTEST:

Barbara Traver
Village Clerk

Christopher Nelson
Village President