

REGULAR BOARD MEETING
Village Hall - 102 S. Second Street

November 18, 2019 - 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, Finance Director Dave Danielson, Police Chief Tony Gorski, Fire Chief Randy Freise, Community Development Director Tim Scott, Public Works Director Eric Babcock and ten (10) people in the audience.

III. PLEDGE OF ALLEGIENCE:

Cub Scout Pack 36 led the Board and those in attendance in the Pledge of Allegiance.

IV. APPROVAL OF AGENDA:

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

V. VILLAGE PRESIDENT'S REPORT: There was no report.

VI. REPORTS & QUESTIONS FROM TRUSTEES & WORKING GROUPS:

There were none.

VII. VILLAGE STAFF REPORTS:

Public Works Director Babcock said the leaves are being picked up by Public Works.

Chief Freise said the Fireman's Turkey Raffle will be held this weekend. He said it is the 75th year for the turkey raffle and all proceeds go back to the Fire Department to purchase equipment.

Community Development Director said he attended the ribbon cutting for 104-106 W. Main Street this past Friday. He said there has been a significant investment in the building.

Manager Cavallaro reminded the Board that the Lions Club Christmas Trees are being delivered Saturday and would appreciate help unloading the trees at 8:00AM.

VIII. QUESTIONS FROM THE AUDIENCE:

- A. Items on the Agenda: No Questions or Comments
- B. Items not on the Agenda: No Questions or Comments

IX. CONSENT AGENDA:

- A. Approval of Bill List: November 18, 2019
- B. Approval of Minutes: November 4, 2019 Regular Board Meeting
- C. Approval of KCART Commander Appointment

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

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

NAYS: None

X. NEW BUSINESS:

A. Pavement Management Report Update Presentation

Jason Fluhr, Transportation Illinois Operations Manager from Baxter & Woodman gave a PowerPoint presentation updating the Village's Pavement Management Report. He highlighted four (4) areas which comprise the report: (1) Pavement Management – inventory/ planning and improvement: (2) data collection and evaluation: (3) Pavement Improvement Strategies: and (4) Future Planning.

A brief discussion took place regarding why some streets are considered for STP funding, how much other communities are spending as compared to West Dundee (similar to other communities who are also struggling to keep up), new developments needing improvements as their streets age, life expectancy of roads (15 year life cycle), which times are better to go out for bids for street improvements and escalating costs due to inflation and assumptions.

Manager Cavallaro said the existing capital budget allocation within Fund 4, the Capital Projects Fund, provides for street and infrastructure expenses of approximately \$500,000. He added that the last two years, the Village has been willing and able to allocate an additional \$200,000 or \$700,000 total each year towards street and infrastructure costs in order to take advantage of certain economies of scale and total completion of certain streets or areas within the community.

Manager Cavallaro said it is the staff's recommendation that beginning with the Fiscal Year 2021/22 Budget year, previously allocated Debt Service obligations of \$420,000 be re-allocated and specifically earmarked for the Street and Infrastructure Program. He said that as long as the Home Rule Sales Tax receipts remain at approximately the same level, these monies will be available for annual prioritization.

MOTION: Moved by Trustee Yuscka and seconded by Trustee Hanley to approve the following:

1. To adopt the Pavement Management Plan as presented by Baxter & Woodman.
2. To direct staff to authorize the use of between \$400,000 and \$500,000 within next year's budget from the General Fund surplus specifically toward the Street and Infrastructure Program in order to establish a \$900,000 to \$1,000,000 street and infrastructure budget within the Capital Projects Fund.

3. To provide direction that upon the full repayment in January 2021 of the Village's 2010 General Obligation Bonds, these previously allocated debt repayment dollars be allocated towards an increase in the Street and Infrastructure Program in the same amount of \$420,000. Upon roll call, motion was approved.

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

NAYS: None

B. Information Technology Service Evaluation and Recommended Changes

Trustee Kembitzky said this is a very comprehensive analysis by the Village's IT staff as it relates to our current IT environment and the intergovernmental agreements for which the Village of West Dundee provides IT services.

IT Director Mike Spiro said it the recommendation to move from our Lotus Notes platform to Office 365, provide for KACE Desktop Management system for all of our workstations and mobile data terminals, and transition from wireless communication to wired connectivity via Comcast Managed Fiber for all of our locations.

Manager Cavallaro said that the overall recommendation results in an increased next year budget cost to the Village of approximately \$60,000 and includes the development of a new website for the Village, a new Board packet management system, and redevelopment of some ancillary systems based on the transition from IBM notes to Office 365.

Manager Cavallaro said that in the second year, our costs will increase over this year's by about \$17,000, based on increased recurring expenses, but reduced from the \$60,000 cost due to the one time expense.

Director Spiro said this recommendation is principally based on the overall transition of IT services away from Lotus Notes to Office 365 as a standard platform for general computer utilization within both the municipal and business environment. He also added that it would be a five (5) year contract with Comcast, waiving all construction costs and the rate would remain the same for the five (5) years.

Manager Cavallaro said that if the Board is in agreement, then we will indicate to our IGA users the need to have them move to the Office 365 environment if they wish to retain IT services through the IGA with West Dundee, and necessitate new IGA's with all the users.

MOTION : Moved by Trustee Kembitzky and seconded by Trustee Price to authorize the changes identified to transition to Office 365, KACE Desktop Management System and wired connectivity in the FY2020/21 budget document as requested and recommended. Upon roll call, motion was approved.

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

NAYS: None

C. Additional Managerial Support Positions

Trustee Kembitzky said these are recommendations for increased responsibilities or new positions and a summary of the costs associated with the individual alternatives.

The first proposed organizational change is for Public Works and is threefold; promotion of the Senior Crew Leader to Public Works Superintendent overseeing the Streets & Maintenance Division, the promotion of Crew Leader to Senior Crew Leader and the third change is to authorize an additional Maintenance Worker 1 position.

The proposed recommendation for the Fire Department includes authorization of a part-time Professional Fire Administrator position, using the talents of some of our recent or upcoming retired fire personnel in that role.

The proposal for the Community Development Department is the hiring of a new Assistant Community Development Director, which would allow Director Scott to focus less on the day-to-day operations of the Department, including the Building Department specifically Planning and Zoning, and facilitate a greater and more focused involvement on Economic Development.

The proposal for the Police Department would include filling the existing Lieutenant position created by Chief Gorski's appointment, to fill the open Sergeant position created by the Lieutenant promotion and fill the open Patrol Officer position created by Sergeant promotion.

Manager Cavallaro said in regards to the proposals for the Police Department, no increase in cost would be needed to facilitate these recommendations as all are existing positions and included within the existing budget allocations.

MOTION: Moved by Trustee Kembitzky and seconded by Trustee Yuscka to move to direct the Villager staff to:

- (1) Include additional managerial and support positions with the FY 2020/21 Budget within the Public Works Department, Fire Department, Community Development Department, as outlined;
- (2) Include within this year's tax levy an amount of \$69,000 to fund the above recommendations;
- (3) Include in the FY 2020/21 budget the use of one-time General Fund surplus of \$106,000 to fund the above recommendations. Upon roll call, motion was approved.

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

NAYS: None

ABSTAIN: Trustee Wilbrandt

D. 2nd Quarter Financial Report

Trustee Kembitzky presented this item to the Board, which is the six month juncture for the Village's fiscal year and is on target

Finance Director Danielson reiterated that at this point the budget is on target and said as of October 31, 2019, the Village has received a total of \$8,675.047 in revenue for the General Fund.

He added that sales tax receipts are down 1.5% from one year ago, but said that the important months for sales tax receipts are November and December, which are reported on in February and March. He also said that with the closing of Sears at their Spring Hill Mall location in February 2020, the last sales tax collection from them will be reflected in the May 2020 report.

Director Danielson told the Board that TIF#4 (Fund G) which was created in the 2019/20 fiscal year to track the activities associated with the Main Street/Route 31 TIF with \$300,000 budgeted to be received this current fiscal year as of October 31, 2019 has received \$298,210.

Director Danielson concluded by stating that the Village's six month revenues and expenditures appear to be in overall excellent condition. He said that per the direction of the Village Board, the one-time development revenues have been transferred from the General Fund to the Capital Projects Fund and the Economic Development Fund.

E. 2019 Tax Levy Discussion:

Trustee Kembitzky presented this item to the Board for discussion explaining that in order to collect property taxes; units of government in the State of Illinois are required to establish a tax levy.

Director Danielson said that included in the recommended 2019 tax levy is an additional \$150,000 to fund on-going operational increases within the General Fund. He added that with a total budget of \$11,185,738, this \$150,000 represents 1.3% of the total and even with these additional funds, balancing the upcoming 2020/21 budget will again present challenges. He said that it is estimated that of this \$150,000, \$140,000 will be needed to fund a 2% cost of living increase for our employees and the step adjustments for those eligible employees.

With the support of the Board for the proposed organizational changes that were approved tonight, the upcoming 2019 tax levy will be increased by an additional \$69,000.

Director Danielson said the overall 2019 tax levy increase would be 4.93%. He added that a public hearing on the tax levy will be scheduled for the December 2, 2019 Village Board Meeting.

MOTION: Moved by Trustee Kembitzky and seconded by Trustee Yuscka to prepare a Tax Levy Ordinance in the amount of \$4,958,458. Upon roll call, motion was approved.

AYES: Trustees Kembitzky, Price, Hanley, Yuscka and Anderley
NAYS: Trustee Wilbrandt

F. Authorization to Solicit Proposals – Binnie Road Drainage Repairs

Trustee Yuscka said that the August 5, 2019 meeting the Village Board approved a Professional Services Agreement with WBK Engineering to complete design of the Binnie Road drainage repairs. He said the design is complete and staff is requesting authorization to solicit proposals.

Director Babcock said that as part of the existing professional services agreement, WBK will provide bidding assistance to include distribution of the bid documents to known contractors, bid opening, bid analysis and contract award recommendation.

Trustee Yuscka noted that authorization is being requested strictly for the solicitation of proposals and no expenditure of funds at this time.

MOTION: Moved by Trustee Yuscka and seconded by Trustee Price to authorize staff to solicit proposals for the Binnie Road Drainage Repair Project. Upon roll call, motion was approved.

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

XI. MISCELLANEOUS: There was none

XIII. ADJOURNMENT:

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

The Regular Board Meeting adjourned at 8:25 pm.

ATTEST:

Barbara Traver
Village Clerk

Christopher Nelson
Village President