

## **REGULAR BOARD MEETING**

### **Via Video Conference**

Pursuant to Governor Pritzker's Executive Order  
to Stay at Home to fight the spread of COVID-19

**April 20, 2020 – 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 and Andy Yuscka. Trustee Pat Hanley was absent.

Also present were Village Manager Joseph Cavallaro, Police Chief Tony Gorski, Public Works Director Eric Babcock, Community Development Director Tim Scott, Fire Chief Randy Freise and incoming Fire Chief Lance Harris. There were ten (10) people in the audience.

All attendance was remote via video conference.

#### **III. PLEDGE OF ALLEGIANCE:**

Trustee Yuscka 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:**

##### **A. Fire Chief Retirement Recognition: Chief Randy Freise**

President Nelson thanked Chief Freise for his forty-two years of fire service, with nine (9) years as the Fire Chief for the Village of West Dundee, his leadership and for representing the Village of West Dundee in a professional manner throughout his career.

Chief Freise welcomed incoming Chief Harris.

Chief Freise said he is leaving the Fire Department in good hands. He thanked God for keeping him safe, thanked his wife, Connie, the Board, Village Manager Cavallaro, the Department Heads, the front office at 100 Carrington Drive, retired firefighters and the Fire Department.

##### **B. Fire Chief Oath of Office: Chief Lance Harris**

President Nelson welcomed Chief Harris to the community and gave a brief background of Chief Harris' twenty-four years of fire service and experience.

Village Clerk Traver administered the Oath of Office to Chief Harris.

Chief Harris thanked President Nelson, Village Manager Cavallaro and the Board explaining that it is a privilege to be able to serve as Fire Chief for West Dundee. He commented that he is looking forward to working with the Fire Department, the community and the residents.

**C. Public Hearing – Fiscal Year 2020/21 Budget**

**MOTION:** Moved by Trustee Kembitzky and seconded by Trustee Yuscka to recess from the Regular Board Meeting to open the Public Hearing for the purpose of discussing the Fiscal Year 2020/21 Budget. Motion was approved by acclamation.

The Public Hearing opened at 7:46 PM.

President asked for comments from the Board and the Public. There were no comments.

**MOTION:** Moved by Trustee Kembitzky and seconded by Trustee Yuscka to close the Public Hearing and return to the Regular Board Meeting. Motion was approved by acclamation.

The Public Hearing closed at 7:48 PM.

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

Trustee Wilbrandt thanked Chief Freise for his years of service and for having the opportunity of working with him.

Trustee Kembitzky asked if the Village could contact the Park District about the crowds at the soccer fields at Huffman Park. She said it is mainly adults. She also asked if the skate park could be monitored.

Trustee Kembitzky commented that she appreciated the message “Stay Home, Stay Safe” on the speed sign on Main Street

**VII. STAFF REPORTS:**

Public Works Director Babcock said the Public Works Department is doing well.

Police Chief Gorski said the Police Department is standing strong in this pandemic.

Chief Freise said the Fire Department transported their first COVID -19 patient last week and everyone followed PPE rules and protocols.

Director Scott commented that “The Seasons,” the new apartment development on Randall Road, will have a building ready for occupancy by June 1, 2020.

Manager Cavallaro expressed his sincere appreciation to the Police and Fire Departments for their work during this pandemic.

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

**IX. CONSENT AGENDA:**

- A. Approval of Bill List: April 20, 2020
- B. Approval of Minutes: April 6, 2020

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

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

**NAYS:** None  
**ABSENT:** Trustee Hanley

**X. RESOLUTIONS AND ORDINANCES:**

**A. Ordinance Adopting Fiscal Year 2020/21 Annual Budget**

Trustee Kembitzky said approval of the FY 2020/21 budget as presented will be with the direction that the document be reviewed in its entirety after the impact of the COVID-19 pandemic to the Village is better known. She said that a review will be undertaken by the Village prior to or at the close of the 6<sup>th</sup> month accounting period (October 31, 2020).

She commented that there is no current increase in the Sewer and Water rates as it is difficult to raise rates in the current environment.

Trustee Price commented that it is the right way to proceed at this time with the concerns about the economy.

Manager Cavallaro commented that there are four caveats or conditions for the approval of the budget and he reviewed them for the Board.

**MOTION:** Moved by Trustee Kembitzky and seconded by Trustee Yuscka to Adopt an Ordinance approving the Village of West Dundee's Annual Budget for FY2020/21 as presented with the following conditions:

- 1) That a formal review and necessary updates to the budget document be given to the Village Board prior to the end of the six month accounting period (October 31, 2020).
- 2) All newly created or funded positions will not be filled prior to the six month review.
- 3) No capital items in excess of \$5,000 will be purchased before the presentation and review of the six month financial report or without prior authorization of the Village Board.
- 4) No rate increases for the Water and Sewer Fund will be implemented until after review and consideration at a later date.

Upon roll call, motion was approved.

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

**B. Ordinance Regarding Temporary Executive Powers**

President Nelson said that since the approval of the initial temporary executive authority for the Village President, Governor Pritzker issued an extended Stay at Home Order for Illinois residents in an effort to flatten the pandemic curve. The following ordinance provides for additional executive authority until the next Village Board Meeting, at which time it can be extended.

**MOTION:** Moved by Trustee Yuscka and seconded by Trustee Kembitzky to adopt an Ordinance Establishing Temporary Executive Powers Pursuant to 65ILCS 5/11-1/6. Upon roll call, motion was approved.

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

**XI. NEW BUSINESS:**

**A. Authorization to Execute Rutland Engine Purchase**

Trustee Wilbrandt explained that we have the opportunity to purchase Rutland's 1994 Pierce Saber Engine for \$5,000.

He said the engine would be used as a backup engine and would provide a level of insurance should our front line engine need repairs.

He said it is also almost identical to our West Dundee Engine 32 in case it might be hard to find parts for Engine 32.

Trustee Wilbrandt added that our mechanic Jeff Bober has performed maintenance on this engine for many years and believes that is still a solid engine and functional at this time.

Chief Freise said it is a fiscally responsible purchase and the goal would be to keep the Rutland Engine as a backup for a number of years until it becomes necessary to take it out of service and then use it for parts for Engine 32.

**MOTION:** Moved by Trustee Wilbrandt and seconded by Trustee Price to authorize the purchase of Rutland's 1994 Pierce Saber Engine for \$5,000. Upon roll call, motion was approved.

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

**NAYS:** None

**ABSENT:** Trustee Hanley

**B. Authorization to Solicit Proposals – 2020 Street Improvements**

Trustee Yuscka said the 2020 project represents the first year of the updated 5-Year Capital Plan for pavement maintenance. He said the 2020/21 Capital Improvement Plan Budget provides \$1,000,000 in funding.

Director Babcock said the authorization is being strictly requested for the solicitation of proposals and not as yet an expenditure of funds.

Trustee Kembitzky called attention to one of the streets on the list that was repaired last year.

Director Babcock said that street will be removed from the bid document and the correct street, Smalley Court will be put into the bid documents.

**MOTION:** Moved by Trustee Yuscka and seconded by Trustee Price to authorize Public Works staff and Baxter & Woodman Consulting Engineers to solicit proposals for the 2020 Street Improvements Project. Upon roll call, motion was approved.

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

**NAYS:** None

**ABSENT:** Trustee Hanley

**C. Authorization to Extend Low Bid Softener Salt Through April 2021**

Trustee Yuscka said Midwest Salt has notified the Village that the company is willing to hold its 2019 low bid price of \$114.00 per ton through the end of the 2020/21 Fiscal Year. He added that Midwest Salt has provided a product with a reasonable price and good customer service.

**MOTION:** Moved by Trustee Yuscka and seconded by Trustee Kembitzky to authorize extension of the low bid submitted by Midwest Salt of West Chicago, IL for Water Conditioning Bulk Softener Salt at \$114.00 per ton through April 30, 2021. Upon roll call, motion was approved.

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

**NAYS:** None

**ABSENT:** Trustee Hanley

**D. Change Order 1- Binnie Road Culvert Project**

Trustee Yuscka said that the Board awarded a contract to Landmark Contractors for the Binnie Road Culvert Maintenance Project. He said Change Order #1 is being presented as a means in which to solve on-site excavation and dewatering problems realized during initial construction.

He added that Landmark contacted the Village and WBK Engineering that the influx of water was significant enough that excavation could not take place as designed and required.

Director Babcock said that Public Works staff responded to assist with an inflatable device designed to plug the pipe and stop the water. Upon stoppage it was discovered that a 6-inch pipe was coming into the culvert area from the north. He added that as the site was perpetually under water, the presence of the pipe was not known prior to design and bidding.

Director Babcock said WBK Engineering and Landmark have proposed a change in the scope of the project whereby the culvert installation is moved slightly to the east to avoid the problematic drainage area. He said the resulting increase in labor and materials to complete the change is \$5,500.00.

Manager Cavallaro said the intention of staff to pursue payment from the property owner for the additional expense, as the pipe and water source in question originate there.

**MOTION:** Moved by Trustee Yuscka and seconded by Trustee Price to approve Change Order #1 to the Binnie Road Culvert Maintenance Contract, representing movement of the culvert installation to the east and an increase in the total project cost of \$5,500.00. Upon roll call, motion was approved.

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

**NAYS:** None

**ABSENT:** Trustee Hanley

**XII. MISCELLANEOUS:**

Chief Freise recognized Jeff Bober, the Fire Department's mechanic, for forty-three (43) years of service.

**XIII. ADJOURNMENT:**

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

The Regular Board Meeting adjourned at 8:19 pm.

**ATTEST:**

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Barbara Traver  
Village Clerk

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Christopher Nelson  
Village President