

**REGULAR BOARD MEETING  
Village Hall, 102 S. Second Street**

**January 7, 2019 – 7:30 pm  
Village of West Dundee**

**I. CALL TO ORDER:**

President Nelson called the Regular Board Meeting to order at 7:35 pm.

**II. ROLL CALL:**

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

Also present were Village Manager Joseph Cavallaro, Community Development Director Timothy Scott, Fire Chief Randy Freise, Village Attorney Jim Binninger of Kathleen Field Orr & Associates and six (6) people in audience.

**III. PLEDGE OF ALLEGIANCE:**

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

**IV. APPROVAL OF AGENDA:**

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

**V. VILLAGE PRESIDENT'S REPORT:**

President Nelson extended his and the Village Board's condolences to the family of Police Chief Andy Wieteska on the death of his father.

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

Trustee Kembitzky commented on the Village Employees' Christmas Party which she said was delightful and had a feeling of family.

Trustee Kembitzky also asked about the street light on the southwest corner of Routes 31 and 72 by the Shell Station which is not functioning. Manager Cavallaro will follow up on this.

**VII. VILLAGE STAFF REPORTS:**

Chief Freise thanked the Board and the Village Staff for the purchase of the much needed new ambulance.

**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. Approval of Bill List: January 7, 2019
- B. Approval of Minutes: December 17, 2018

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

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

**NAYS:** None

**ABSENT:** Trustee Yuscka

**X. RESOLUTIONS AND ORDINANCES:**

**A. Ordinance Authorizing the Sale of Surplus Fire Department Vehicles**

Trustee Wilbrandt said this is an Ordinance to declare a 2005 Wheeled Coach Ambulance and two (2) 2006 Ford Crown Victoria sedans as surplus vehicles.

Chief Freise said the 2005 Wheeled Coach (Ambulance 31) has had a service life of 14 years, that maintenance has increased substantially over the past several years and its dependability has diminished.

Chief Freise added that the two 2006 Crown Victoria sedans were originally purchased for the Police Department as patrol units and were transferred to the Fire and Community Development Departments to be used as inspection vehicles. He said due to their age and mileage, these two vehicles should be declared as surplus.

**MOTION:** Moved by Trustee Wilbrandt and seconded by Trustee Kembitzky to approve an Ordinance declaring one 2005 Wheeled Coach Ambulance and two 2006 Ford Crown Victoria sedans as surplus vehicles, and to authorize the execution of said vehicles by using a broker and/or conducting their sale through a sealed bid process, with a minimum set price of \$4,500 for the 2005 Wheeled Coach Ambulance. Upon roll call, motion was approved.

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

**NAYS:** None

**ABSENT:** Trustee Yuscka

**XI. UNFINISHED BUSINESS:**

**A. Authorization to Accept Demolition Proposal for 310 W Main Street**

Manager Cavallaro said that proposals were solicited for the demolition of the 310 W Main building. He said five (5) proposals were submitted with the lowest being \$26,200 and the highest being \$63,775. He said Copenhagen Construction submitted the lowest cost proposal.

Trustee Price had questions about the back fill of the basement suggesting drilling holes in the base of the foundation so that storm water runoff could drain into the soil and suggested changing the backfill to use a more open type of gravel.

**MOTION:** Moved by Trustee Kembitzky and seconded by Trustee Anderley to authorize the acceptance of a proposal between the Village of West Dundee and Copenhagen Construction for the demolition of 310 W Main, at an amount not to exceed \$26,200 to be completed prior to March 1, 2019. Upon roll call, and motion was approved.

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

**NAYS:** None

**ABSENT:** Trustee Yuscka

## **XII. NEW BUSINESS:**

### **A. Discussion – Joint Fire Management Services Concept between the Village of West Dundee and Rutland-Dundee Fire Protection District**

Trustee Wilbrandt brought this item for discussion to the Board explaining that the Village of West Dundee Board and management staff continue to explore various avenues and opportunities by which to maintain the strong cooperative efforts between the Quad Com Fire Departments and Districts, and improve the quality of services provided to the respective communities in the greater Dundee area. He said the Village's intention is to work with Rutland-Dundee as a willing partner for this concept and to put together the necessary building blocks in the upcoming months to pursue this alternative. He added that the desire is to have the IGA presented during the month of March in order to facilitate and accommodate the necessary budget processes by both entities for the coming fiscal year.

Chief Freise said the Village has made significant efforts to facilitate and invite East Dundee & Countryside Fire Protection District to participate in this ongoing conversation on regional Fire and EMS delivery and shared cost savings, but have received no indication that they are desirous or willing to continue to participate in this dialogue. He said at the same time, discussions began with Rutland-Dundee and conversely has received a very supportive and positive response and an expressed willingness to further consider and evaluate the sharing of managerial and supervisory responsibilities for Fire and EMS service delivery.

Chief Freise added that the Village of Carpentersville has also expressed a desire and willingness to also further evaluate this as an alternative, but at this point in time based on our similarity to Rutland-Dundee in terms of areas of service, size and organizational structure, the thought process is to move forward with just the two entities initially on a more formal basis, while continuing to review the potential inclusion of Carpentersville in the future upon further development of this option.

Chief Freise concluded by saying that staff is seeking Board direction and agreement regarding the pursuit of a joint management and supervisory IGA between the Village of West Dundee and Rutland-Dundee Fire Protection District with the intention to work cooperatively with the Rutland-Dundee staff to put together the draft IGA parameters by which the Village Attorney will formalize and prepare an IGA to be reviewed and discussed by the respective Boards of both entities.

Trustee Wilbrandt said while he is all for consolidation, he has concerns because of the upcoming election which may change the Board structure in Rutland-Dundee as previously Fire Board Trustees were appointed and now they will be elected. He feels at this time consolidation is too quick too early, and would prefer continuing to work on consolidation, but not on this timetable.

Rutland-Dundee Fire Chief Thomas said West Dundee and Rutland-Dundee work seamlessly together now and sees consolidation as a benefit to both sides. He added no one loses their job and it opens opportunities for firefighters to grow into other fire department positions. He added that he has received no opposition from the candidates or from those already on the Board

Manager Cavallaro said that both respective staffs believe there is merit in moving forward with the overall long term goal and vision to a formal consolidation effort between the three area departments in a 3-5 year time frame. He said this is not a short term decision.

Dan Killian, a Rutland-Dundee Trustee and a West Dundee Firefighter stated his support for moving forward with an IGA.

**MOTION:** Moved by Trustee Price and seconded by Trustee Hanley to support the development of a Joint Fire Management Services concept by and between the Village of West Dundee and Rutland-Dundee Fire Protection District, including the noted parameters for an Intergovernmental Agreement. Upon roll call, motion was approved.

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

**NAYS:** Trustee Wilbrandt\*

**ABSENT:** Trustee Yuscka

\* Trustee Wilbrandt noted that he is not opposed to consolidation, but the timetable.

**B. Consideration of Village Planner as a Full-time Position and Offer of Employment**

Trustee Price said the Village lost its planner to a full-time position at a higher wage and that the ensuing interview process for the position yielded a small pool of candidates and three were interviewed, all of whom were interested in full-time employment.

Director Scott said that one candidate emerged who seemed to possess the right balance of qualities including an appropriate educational background and strong technical skills. He added that the candidate came highly recommended, having recently completed a municipal internship for a colleague who would have hired the candidate had there been a position available.

Director Scott said the workload of the Community Development Department warrants and justifies the need for this position and its upgrade from part-time to full-time in order to meet the needs of the department. He added that the budgetary increase for benefits and salaries can be accommodated in this year's budget and will be formally accounted for in the upcoming budget process.

**MOTION:** Moved by Trustee Price and seconded by Trustee Anderley to approve the Village Planner position as Full-time and extend a Formal Employment Offer. Upon roll call, motion was approved.

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

**NAYS:** None

**ABSENT:** Trustee Yuscka

**XIII. MISCELLANEOUS / FUTURE AGENDA ITEMS:** There were none.

**XIV. ADJOURNMENT:**

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

The Regular Board Meeting adjourned at 8:20 pm.

**ATTEST:**

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Barbara Traver  
Village Clerk

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Christopher Nelson  
Village President