

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

April 9, 2018 – 7:30 pm
Village of West Dundee

I. CALL TO ORDER:

President Nelson called the Regular Board Meeting to order at 7:30pm.

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, Village Attorney Kathleen Orr, Fire Chief Randy Freise, Police Chief Andrew Wieteska, Public Works Director Eric Babcock, Finance David Danielson, Community Development Director Tim Scott and one (1) person in audience.

III. PLEDGE OF ALLEGIANCE:

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

IV. APPROVAL OF AGENDA:

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

V. VILLAGE PRESIDENT'S REPORT:

MOTION: Moved by Trustee Kembitzky and seconded by Trustee Anderley to open the Public Hearing for the 2018-19 budget. Upon roll call, motion was approved.

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

NAYS: None

MOTION: Moved by Trustee Kembitzky and seconded by Trustee Anderley to table the Public Hearing until the April 16, 2018 Regular Board Meeting. Upon roll call, motion was approved.

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

NAYS: None

VI. REPORTS AND QUESTIONS FROM TRUSTEES & WORKING GROUPS:

Trustee Kembitzky commented on the fantastic job that Winkler's Tree Service is doing on trimming the parkway trees. Director Babcock also added that he has received positive feedback about the tree service.

VII. VILLAGE STAFF REPORTS:

Director Danielson said sales tax finished strong for the 2017-18 fiscal year.

Director Scott said Helukabel is close to getting an occupancy permit.

VIII. QUESTIONS FROM THE AUDIENCE:

A. Items on the Agenda:

There were none.

B. Items not on the Agenda:

William Ahlman, a resident of Dundee Township, commented on the red light camera at the intersection of Route 31 and Boncosky Rd. He doesn't feel it serves a purpose at that intersection and asked about the number of accidents there.

Manager Cavallaro said there is an annual report on all the red light cameras in the Village and would be happy to share footage of that area with him.

President Nelson asked that the Police Department show Mr. Ahlman the presentation done on the red light cameras at a recent Board Meeting.

IX. CONSENT AGENDA:

A. Approval of Bill List: April 2, 2018

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

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

NAYS: None

X. UNFINISHED BUSINESS:

A. Approval of Collective Bargaining Agreement with IAFF Local 4882

Trustee Wilbrandt said all of the outstanding issues have been resolved and a final contract between the Village of West Dundee and West Dundee Firefighter's Local 4882 is being presented for approval. He said it is a three (3) year contract with an economic increase of 3.0% the first year, 2% the second year and 2% the third year.

MOTION: Moved by Trustee Wilbrandt and seconded by Trustee Hanley to authorize the execution of a Collective Bargaining Agreement between the Village of West Dundee and West Dundee Professional Firefighter's Local 4882 for the period of May 1, 2018 through April 30, 2021, as presented, subject to final review of the changes by the Village Attorney. Upon roll call, the motion was approved.

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

NAYS: None

B. Bleu Root Economic Incentive Amendment

Trustee Kembitzky said the Village has been contacted by Bleu Root requesting to amend the terms of their Economic Incentive Agreement. She explained that their short-term costs are exceeding their projections and they are working to get some cost controls put together based on operating and commodity expenses that were not anticipated.

Trustee Kembitzky said basically what is being requested is that the Village forego the obligation pursuant to Economic Incentive Agreement of using this money for repayment of the loan, and allow it to be provided directly to the business to be used for operational purposes for the first year of the agreement.

Manager Cavallaro explained the request is to facilitate this year's anticipated one-year payment for 50% of sales tax directly to the business, as opposed to that payment being used to repay the loan that was provided. He noted that it is important to be aware that since their initial permitting back in October of 2016 and occupancy in 2017, Bleu Root has provided over \$43,000 directly to the Village in terms of permits, licenses and sales tax generated.

MOTION: Moved by Trustee Kembitzky and seconded by Trustee Price to authorize an amendment to the Economic Incentive Agreement by and between the Village of West Dundee and Bleu Root LLC to provide the sales tax rebate as defined within the agreement for year one (1) as a direct payment to Bleu Root LLC and forego the requirement that such rebate be applied to the outstanding principal balance owned on the Loan. Upon roll call, motion was approved.

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

NAYS: None

C. 2018/19 Budget Discussion Continuation

Police Chief Wieteska presented the Police Department Budget highlighting an overview of accomplishments, goals and objectives.

He spoke to controlling overtime, maintaining in service training levels, SRO Program, grant for vests, strong revenue, senior liaison program and a spike in crime due to thefts and sexual assaults. He said the Police Department will finish \$50,000 under budget.

He said the goals include searching for and obtaining grant funding for equipment needs as well as salary reimbursement, hire one additional full-time sworn patrol officer, to continue to consider new and effective community outreach programs, and to prepare a comprehensive study on Body Camera's including policy development along with equipment analysis and funding requirement for consideration by the Village Board.

Chief Wieteska also commented on the organizational staffing chart, personnel benefits, training, Quad Com expenses and the switch to star-com for police radios in eighteen (18) months, which he said will cost about \$100,000.

Fire Chief Freise presented the Fire Department Budget highlighting accomplishments, goals and accomplishments. He said calls were up, the department hired two (2) full time firefighters, Engine 32 has been refurbished and ambulance billing has been going up.

He added the first year of the Shared Fire Chief Agreement and Shared Fire Marshall with East Dundee has been completed, an AFG Grant for \$100,000 for the purchase of new lift systems and power cots for both ambulances has been received, all commercial businesses are now being inspected once a year, continuing to hire part-time firefighters, expanded the Carpentersville FD agreement to automatically have their Battalion Chiefs respond not only into West Dundee, but also the East Dundee Fire District and continued to catch up with vehicle maintenance issues.

Chief Freise said the goals for the upcoming fiscal year are to continue the Shared Chief and Fire Marshall concept, to work on enhanced cooperative efforts/consolidation in QuadCom, purchase a new ambulance to replace the 2005 ambulance, (soliciting neighboring communities to form a

consortium to purchase ambulances at a cost savings), apply for three (3) grants for the purchase of bunker gear, radio equipment throughout QuadCom and a consolidation study sponsored by the AFFI.

Community Development Director Scott presented the Community Development Budget. He said development in all corners of the Village is taking place including the Spring Hill Senior Residences, Springs at Canterfield, Casey's in the Route 31 corridor, Spring Hill Mall, Cinemark, Chubby Bullfrog, a new Tex-Mex restaurant in the fall of 2018, LifeZone 360, Oakview Corporate Park and Historic Downtown West Dundee.

Director Scott said the department's activity level and performance, permit issuance and revenue generation has been robust

He explained that his department consists on two (2) full time employees and three (3) part-time employees and he anticipates no overtime this fiscal year. He said the budget is balanced for this year.

Director Babcock presented the Public Works Budget. He highlighted the street repairs, snow removal, vehicle and equipment maintenance, public sidewalks and public right of way maintenance, i.e. Tartans Field/Berm along Route 72 Tartans Islands/Tartans Parkway. He added that Public Works is responsible for maintaining and improving over fifty-two (52) miles of Village streets, fifty (50) miles of sidewalks, over five thousand (5000) parkway trees, storm sewer collection, water distribution, sanitary system collection, maintenance of publicly owned buildings, implementation of the water system improvements and certain capital projects.

The goals for 2018/19 are to implement a comprehensive sidewalk inspection and maintenance plan which will be facilitated by a combination of in-house labor and contractual services. Director Babcock spoke to the organizational changes and personal changes that have taken place which he said provided an excellent foundation to build upon with unification of the staff.

Director Babcock said seasonal labor is now being funded within the Building and Grounds budget since the vast majority of the seasonal employees serve Building and Grounds needs.

Director Babcock said that road salt continues to be inexpensive and nine hundred sixty (960) tons of roadway salt is reserved with the State-joint purchasing contract for use during snow/ice control events during FY2018/19. He also addressed the leaf collection program explaining that the contract with the Gaitsch Family expires this coming fiscal year and will be renegotiated.

Director Danielson went through the revenues for the water department which he said had a decent year with pump age up slightly. He said he is projecting an increase in usage along with a 7% rate increase.

Manager Cavallaro explained that the amended budget proposal reflects the full increased transfer amount and transfers that full amount back to the General Fund in order to accurately reflect the operating expenses for the Sewer and Water Fund.

Manager Cavallaro said pursuant to Trustee Kembitzky's request that staff update the transfer amount and provide support for the amount charged to the Sewer and Water Fund for administrative staff time for billing services, the formula has been updated to reflect the recent changes in the administrative staff and the transfer amount would increase to approximately \$70,000 up from last year's \$60,000.

Manager Cavallaro said that in reviewing this analysis and request, an additional 2% increase in the sewer and water rate, for a total of 7% would increase the amount of new revenues generated by about \$40,000. He said the Village's rates would remain in-line with area municipalities despite this "average" bill increase.

Manager Cavallaro said that in addition to this year's operating rate increase due to the recent information regarding significant increased debt service, i.e. an additional \$200,000 that will be owed to Fox River Water Reclamation District (FRWRD) in the next few years. He added that staff recognizes that we will have to undertake a review of the capital side of the rate structure in the very near future to accommodate this increased debt service obligation and yet be able to fund the capital maintenance and improvements that are needed within community sewer and water systems.

Manager Cavallaro presented Fund 3, Motor Fuel Tax, which he said are funds collected by the State's motor fuel taxes and distributed to the units of local government and are to be accounted for in a separate fund of the Village. He said Staff is recommending a transfer of \$190,000 from Fund 3 to Fund 1 as a partial reimbursement for eligible Street Division expenses such as salaries and road salt.

Manager Cavallaro addressed Fund 4, the Capital Projects Fund, which accounts for the funding and expenses related to the construction and significant maintenance of Village facilities, infrastructure, property and equipment.

He said that Staff is concerned over the overall condition of the streets within our community and in an effort to address this situation, is recommending adding a component to the next couple of years of street spot patching and crack sealing in order to specifically try to maintain certain roadways in the Fairhills, Grand Pointe, Carrington and Old Town neighborhoods in an effort to prolong their life expectancy and maintain favorable conditions until such a time as they can be addressed through the larger streets and infrastructure program.

A brief discussion ensued regarding work on PSC#1, Public Works roof, sewage payments, new ambulance, bucket truck and the need for a new vehicle for the Police Department.

Chief Wieteska said the Department is looking into a future purchase of a Chevy Tahoe. He said that size and type of vehicle to tow the speed trailer and the supervisor's vehicle also carries more equipment.

Manager Cavallaro said that a continuing discussion with the Board this budget season is needed regarding the Capital Projects Fund and how to go about providing for the necessary funding for future capital improvements, including streets and infrastructure programs in the future.

Manager Cavallaro presented Fund 5 – Community Development Fund which he said is in better shape than last year. He said that this fund accounts for the funding and expenses related to any community or economic development activities, funding for the day-to-day operations of Public Safety Center #2 and community events.

President Nelson asked the Board to approve an additional \$2500 be given to the Elgin Area Convention & Visitor's Bureau for this year, because of a shortfall in funding for the coming year.

Manager Cavallaro presented an overview of Fund 6 - Debt Service, Fund 7 – TIF#2 Springhill Gateway, Fund 9 – TIF#3, Spring Hill Mall, Fund C- Carrington Reserve SSA #4, Fund E – Springhill Gateway SSA#6 and Fund F – Downtown SSA#9.

Manager Cavallaro presented a current 2018/19 salary schedule for all classified positions within the Village's organizational structure. He said changes have been to it periodically, but that a review of the current position classification and pay schedules for the Finance Clerk, Finance Coordinator and Executive Secretary are warranted and that changes be made to ensure that these positions are not only externally competitive, but also internally equitable.

He said that a recommendation that the formal position descriptions be amended, along with new classification ranges as proposed. He said the formal job descriptions will be amended to reflect the current breadth of responsibilities for each position as well as titles and be included upon the final adoption of the budget.

XI. NEW BUSINESS:

A. School Resource Officer Grant Application

Trustee Wilbrandt said that School District 300 is requesting a full time School Resource Officer at Dundee Middle School. The District has requested that the Police Department apply for a three year grant through the U.S. Department of Justice to help fund this position.

He added that this program provides for 75% funding of an entry level salary and fringe benefits for a period of three years. He said that the District has also offered to fund the remaining 25% of the salary and benefits for the first three years of the program pending District 300 Board approval.

Chief Wieteska said the application process for Federal Grant funding opens in May and the grants will be awarded in July. He said that although grant approval and funding is not guaranteed, it is expected that CHP applications specifically for SRO's will receive priority in the selection process. At the present time, we have a part-time SRO at Dundee Middle School.

MOTION: Moved by Trustee Wilbrandt and seconded by Trustee Yuscka to authorize the West Dundee Police Department to apply for the U.S. Department of Justice COPS Hiring Program for the purpose of funding a full-time School Resource Officer at Dundee Middle School.

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

NAYS: None

XII. EXECUTIVE SESSION:

A. Section 2(c)(11) of the IL Open Meetings Act: Litigation/Section 2 (c)(5) of Open Meetings Act: Land Acquisition

MOTION: Moved by Trustee Yuscka and seconded by Trustee Hanley to recess from the Regular Board Meeting to Executive Session. Upon roll call, motion was approved.

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

NAYS: None

The Regular Board Meeting resumed at 9:58 pm.

XIII. MISCELLANEOUS / FUTURE AGENDA ITEMS:

- Follow Up and Discussion on Capital Projects needs in July or August.
- Comprehensive report on Body Cameras

XIV. ADJOURNMENT:

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

The Regular Board Meeting adjourned at 9:59 pm.

ATTEST:

Barbara Traver
Village Clerk

Christopher Nelson
Village President

EXECUTIVE SESSION
Village Hall - 102 S. Second Street

April 9, 2018
Village of West Dundee

President Nelson called the Executive Session to order at 9:38 pm for the purpose of discussing Section 2(c) (11) of the IL Open Meetings Act: Litigation/Section 2 (c)(5) of Open Meetings Act: Land Acquisition.

Present were Trustees Anderley, Wilbrandt, Kembitzky, Price, Hanley and Yuscka.

Also present were Village Manager Cavallaro, Village Attorney Orr, Finance Director Danielson and Public Works Director Babcock.

Discussion was held regarding Litigation and Land Acquisition regarding specific parcels in West Dundee.

MOTION: Moved by Trustee Kembitzky and seconded by Trustee Anderley to adjourn the Executive Session. Upon roll call, the motion was approved.

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

NAYS: None

The Executive Session adjourned at 9:57 pm.

ATTEST:

Barbara Traver
Village Clerk

Christopher Nelson
Village President