

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

**February 20, 2017 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 Nelson, Trustees Wilbrandt, Kembitzky, Price and Yuscka. Trustees Hanley and Pflanz were absent.

Also present were Village Manager Cavallaro, Attorney Brechin, Community Development Director Scott, Police Chief Wieteska, Fire Chief Freise, Finance Director Danielson and thirty (30) people in the audience.

**III. PLEDGE OF ALLEGIANCE:**

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

**IV. APPROVAL OF AGENDA:**

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

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

**A. Lamplighter Award – Sgt. Don Pate, West Dundee Police Dept D.A.R.E Officer**

President Nelson said that it is a great honor to nominate Sgt. Don Pate for the annual Lamplighter Award for his selfless service to the community and the DARE Program. He added Sgt. Pate made a difference in his community and will be missed by many.

President Nelson read the Lamplighter Award Nomination letter from Police Chief Wieteska about Sgt. Pate.

Chief Wieteska presented a slide show of Sgt. Pate's career with the West Dundee Police Department and D.A.R.E. program.

Sgt. Pate spoke to the Board and audience and expressed his appreciation to the Village, Police Department, the First Responders and his family. He said he loved what he was doing and loved the kids. He added that the D.A.R.E. program gives the kids good values.

He invited the audience to his last D.A.R.E. graduation at Dundee Highlands on March 2, 2017.

President Nelson read the Proclamation for National Service Recognition Day in West Dundee to be held on April 4, 2017.

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

There were no reports.

**VII. VILLAGE STAFF REPORTS:**

Director Danielson said he received notification of the GFOA award for excellence in financial reporting. It said it is the 27<sup>th</sup> year the Village has been issued this award.

Director Danielson said that the Village has previously purchased electric energy through a bidding process, but because of the extremely warm weather, the rates have gone down and he is going to wait to bid for at least another week to see what happens to the rates.

Chief Wieteska said Gary Bennett goes on trial for the murder of Keith Crawford and that many of his officers may be called on to testify.

Chief Wieteska announced Coffee with a Cop to be held at the Starbucks, in the Barnes and Noble Store at Spring Hill Mall at 1pm in Tuesday.

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

**IX. CONSENT AGENDA:**

- A. Ratification of Debit Purchases: January, 2017
- B. Ratification of Manual Check: USPS
- C. Approval of Bill List: February 20, 2017
- D. Approval of Minutes: February 13, 2017 Special Board Meeting
- E. Approval of Minutes: February 6, 2017 Regular Board Meeting

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

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

**NAYS:** None

**ABSENT:** Trustees Hanley and Pflanz

**X. RESOLUTIONS AND ORDINANCES:**

**A. Resolution Approving Economic Incentive Agreement by and between the Village of West Dundee and Chubby Bullfrog Bar and Grill, LLC**

Trustee Kembitzky presented this item to the Board. The Chubby Bullfrog is seeking an economic incentive to undertake a comprehensive interior renovation of a long-dormant restaurant (J.J. Finnegan's) at Spring Hill Mall, in order to remain in the Village and expand their established bar and grill.

Mike Morrison and Mike Burcher, co-owners, said this is an excellent location for their business and their desire to remain in West Dundee. They said this location gives them more visibility and a better-trafficked location on the exterior of the mall.

Manager Cavallaro said that with this location there is a potential growth in the customer base which, if realized, would result in additional sales and food-and-beverage tax revenue to the Village.

Manager Cavallaro said the term of the loan will be four (4) years with monthly payments due and payable by The Chubby Bullfrog to the Village on an agreed upon date to coincide with the monthly loan payment by the Village to First American Bank.

Manager Cavallaro also added that the Village would offer a sales tax rebate for a period of five (5) years of 50% of any new sales tax generated to the Village both from Home Rule and non-Home Rule, totaling 2.5% over that which was generated during the 2016 calendar year as reported to the State of Illinois, as an additional economic incentive.

He clarified that any new sales tax received up and above the amount generated from The Chubby Bullfrog in 2016, 50 cents of every new dollar would be earmarked and provided to The Chubby Bullfrog as a direct repayment of the loan obligation.

**MOTION:** Moved by Trustee Kembitzky and seconded by Trustee Yuscka to approve a Resolution Approving an Economic Incentive Agreement by and between the Village of West Dundee and The Chubby Bullfrog Bar and Grill, LLC to Relocate and Perform Renovations in the Restaurant Space at Spring Hill Mall. Upon roll call, motion was approved.

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

**NAYS:** None

**ABSENT:** Trustees Hanley and Pflanz

**B. Ordinance Amending Regulations Related to Residential Real Estate Signs, Feather Flags, Political Signs and Temporary Holiday Displays and Decorations**

Trustee Price said this amendment is to provide clarity for Real Estate and temporary signs, as well as for duration for holiday decorations and political signs.

A resident asked about advertising on signs, especially real estate signs, which she said read more like infomercials. This amendment addresses those types of signs.

Manager Cavallaro said there is a limit to how many signs can be put on a lot, i.e. a corner lot can have (2) two signs while a mid block is permitted (1) sign. He said the challenge is to regulate the content on the sign.

Director Scott said staff is proposing a text amendment that would limit the number of signs to one per frontage, limit the copy area to a maximum of five square feet and limit the maximum height to six feet.

He said the recommendation of wind signs be clarified to specifically list feather flag signs.

Director Scott said an amendment to political campaign signs is necessary to comply with state law and that the duration restriction for residentially-zoned properties must be removed from the Village's current sign regulations. He did add that all political campaign signs shall be removed from non-residentially zoned property and not displayed within forty-eight (48) hours after an election/referendum.

Director Scott recommended that temporary displays or decorations customarily associated with any nation, state, local or religious holiday or celebration be erected no earlier than forty-five (45) days before and displayed no longer than sixty (60) days after the holiday/celebration.

He added that temporary displays or decorations announcing special occasions including, but not limited to, the birth of a child, birthdays or weddings shall be displayed for a maximum of ten (10) days.

**MOTION:** Moved by Trustee Price and seconded by Trustee Yuscka to approve an Ordinance Amending the Municipal Sign Regulations related to Residential Real Estate Signs, Feather Flags, Political Signs and Temporary Holiday Display and Decorations. Upon roll call, motion was approved.

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

**NAYS:** None

**ABSENT:** Trustees Hanley and Pflanz

### **C. Ordinance Amending the 2016/2017 Annual Budget**

Trustee Kemitzky said this is mainly a housekeeping matter, as there have been several Board authorized changes to this year's budget document.

Director Danielson said he would like to formalize those changes into public record and direct changes to the budget so they are accurately reflected regarding the Board's intentions and directions regarding expenditures for the year end processing and the audit itself. He then gave a brief summary of the changes, the original amount of these changes and the amended amounts as they pertain to the various funds.

**MOTION:** Moved by Trustee Kemitzky and seconded by Trustee Price to adopt an Ordinance Amending the Village of West Dundee Annual Budget for Fiscal Year 2016-17. Upon roll call, motion was approved.

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

**NAYS:** None

**ABSENT:** Trustees Hanley and Pflanz

## **XI. NEW BUSINESS**

### **A. Intelligentsia Cup Bike Race**

Trustee Price presented this item for discussion introducing Marc Colberg and Mark Zalewski from the Prairie State Cycling Series organization who spoke about the race to be held on Wednesday, July 19, 2017, from 10 am to 8:15 pm.

They said the race would be similar to last year's event with a request for some changes to the race course, including extending one block to the east and north in the vicinity of Geneva, Kane and Sixth Streets. They further explained that the extension of the course is intended strictly to minimize the number of times that riders must traverse the hill during the timed events.

Trustee Wilbrandt said the extension of the course raises a parking concern for the residents along the course. He would like to have the race officials and Village work with the residents so they can express their concerns and places for them to park.

Manager Cavallaro offered two locations for the residents to park on the day of the race, one being Bethlehem Lutheran's parking lot and the other Union School.

Manager Cavallaro said the Village would like to host a community event at Grafelman Park in conjunction with the bike race and would work with community organizations and businesses to try and make this happen. Manager Cavallaro said a recommendation of \$1000 be allocated for a coordinated community event/activity at the park.

He added that a potential budget for the event of \$5000 as a sponsorship on behalf of the Village, which could be reduced if outside sponsors are secured by the Village.

Trustee Kembitzky asked why the race couldn't be held on Saturday. Mr. Colberg said that existing venues get to keep their Saturdays.

Trustee Price asked that a letter be sent to the residents to let them know about the race.

**MOTION:** Moved by Trustee Price and seconded by Trustee Yuscka to authorize the Prairie State Cycling Series to conduct the Intelligentsia Cup Bike Race on July 19, 2017 pursuant to course layout as presented, and authorize a maximum budget allocation of \$5000 for sponsorship of the event, plus \$1000 toward a community event at Grafelman Park in conjunction with the Bike Race. Upon roll call, motion was approved.

**AYES:** Trustee Price, Yuscka, Wilbrandt and Kembitzky

**NAYS:** None

**ABSENT:** Trustees Hanley and Pflanz

## **B. Downtown Redevelopment Stage 1 Pre-Final Engineering Plans**

Manager Cavallaro said that direction is being sought from the Board to resolve issues with the intention of incorporating that direction into the final engineering plans in order to request authorization to solicit bids at the March 6, 2017 Board Meeting.

He reminded the Board that pursuant to their direction, the Downtown Redevelopment Plan includes the following items: (1) Shoreline Stabilization; (2) Riverfront Improvements Stage 1; (3) Village Parking Lot Expansion; and (4) First Street Improvements pursuant to the Economic Incentive Agreement with Bamboozels.

He said there are two specific items which require the Board's review and direction, electrical service for 101 S First Street and dumpster enclosures.

Manager Cavallaro said there are two transformers that serve the area. One is adjacent to the river, and the other is just to the north of 101 S. First Street. He said the transformer adjacent to the river carries sufficient supply to carry the needs of a future restaurant and also would be sufficient to service the entire building as long as the electrical box for the building is on the east wall facing the river and then eliminate the two smaller transformers north of the building on First Street.

Manager Cavallaro explained how this would be done and the estimated costs to do this work.

President Nelson said he spoke to Mr. Roeser on this matter and Mr. Roeser indicated that he doesn't wish to participate in the cost of moving the electrical service to a single transformer adjacent to the river.

Manager Cavallaro said the cost to removal the transformers is approximately \$14,000.

Manager Cavallaro went on to explain the desire to add the dumpster enclosures to the plan. He explained the costs for the South First Street dumpster enclosure. He said the other two dumpster enclosures are more complicated based on the planning efforts to try to coordinate their relocation and coordination with existing Com ED facilities in the South and North lots. He added that two dumpster enclosures have been in existence for about 20 years and have required significant ongoing maintenance by the Public Works Department.

He presented the three options, explaining that Option 1 would ensure uniformity and consistency of the types and styles of dumpster enclosures in public areas within the downtown community, and maintain the standard established with the existing enclosure along with the upgraded material that is being utilized on the South First Street dumpster enclosure.

Trustee Price asked that permeable brick paving be part of the bid prospective.

Manager Cavallaro said he will do a cost analysis and bring it back to the Board. Direction was also given to get pricing for stone, brick, pre-cast and form liners. Direction was also given for electrical service for 101 S. First Street as well as the consolidation of the transformers.

### **C. FY2016/17 Third Quarter Financial Report**

Finance Director Danielson presented the Board with the 3<sup>rd</sup> quarter financial report for FY2016/17 (period ending January 31, 2017). He noted that the cash//investments for the General Fund continues to strengthen. For the period ending January 31, 2017, the General Fund had a balance of \$3,601,429, an increase of \$632,138 from last year's balance at this time of \$2,970, 291. He noted that a portion, but not all of this increase, can be attributed to the increase in the property tax levy.

The Water and Sewer Fund's cash/investment position has increased by about \$40,000. Director Danielson stated that this increase has occurred despite the fact that the budgeted increase of 2.5% was never implemented. The drier that average months of July and August attributed to greater pumpage numbers.

At this point in the fiscal year, it appears that year-over-sales tax figures will be down about 4%. A portion of this decline is due to the refund (about \$40,000) that was given to the Village of Carpentersville because of a misallocation of sales tax revenue. Director Danielson also noted that the December sales tax receipts will not be known until approximately March 10, 2017.

General Fund revenues in all categories are meeting expectations. Director Danielson stated that at this point in the fiscal year, he is projecting that actual receipts will exceed budgeted receipts by \$285,000.

General Fund expenses for the year are below budgeted amounts. As of January 31, 2017, he is projecting that total General Fund expenditures will be about \$113,000 below the budgeted

amount of \$9,586,669. Combined with the increased revenues, he is estimating that the cash position of the General Fund will strengthen by approximately \$380,000 barring no unforeseen events.

Within Fund 4 (Capital Projects), proceeds from the 1% Downtown Business Tax that went into effect on July 01, 2016 are now being collected. Due to the fact that the Huntley Road reconstruction project did not commence this year, the approximately \$1,800,000 budgeted for this project will be carried forward into the upcoming fiscal year.

Director Danielson informed the Board that separate memos regarding the Food and Beverage Tax, the Local Motor Fuel Tax, Video Gaming, Utility Taxes, and Sales Taxes are included for the Board's review. In addition, the report also includes the Quarter Treasurer's Reports for both the Police and Fire Pension Funds. These Pension reports are for the period ending December 31, 2016.

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

**XIII. ADJOURNMENT:**

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

The Regular Board Meeting adjourned at 9:03 pm.

**ATTEST:**

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Barbara Traver  
Village Clerk

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Christopher Nelson  
Village President