

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

**April 24, 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 Christopher Nelson, Trustees Dan Wilbrandt, Michelle Kembitzky, Tom Price, Pat Hanley and Andy Yuscka. Trustee Billy Pflanz was absent.

Also present were Village Manager Joseph Cavallaro, Finance Director David Danielson, Community Development Director Timothy Scott and four (4) 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 Hanley and seconded by Trustee Price to approve the agenda as presented. Motion passed unanimously by voice vote.

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

President Nelson thanked all who assisted with the Comcast Cares Earth Day event at Prairie Meadow Park on Saturday, April 22.

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

There were none.

**VII. VILLAGE STAFF REPORTS:** None other than the items on the agenda.

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

**IX. CONSENT AGENDA:**

- A. Approval of Bill List: April 24, 2017
- B. Approval of Minutes: April 10, 2017 Regular Board Meeting
- C. Data Storage Device Purchase
- D. Little Library Placement Request - Grafelman Park - Girl Scout Troop 1032

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

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

**NAYS:** None

**ABSENT:** Trustee Pflanz

**X. RESOLUTIONS AND ORDINANCES:**

**A. Ordinance Approving the Village of West Dundee Annual Budget for FY 2017-18 (Trustee Kembitzky)**

Trustee Kembitzky noted that the Board has reviewed and discussed the Budget document over the past month, and noted changes that have been made since the initial presentation, including (1) the change of two authorized part-time positions to a single full-time position within the Administration Department, (2) the transfer of additional fund balance from the General Fund to Capital Projects (Fund 4), and (3) changes identified in regards to FICA and IMRF contributions.

Manager Cavallaro noted that continued discussion regarding the prioritization and allocation of the budgeted \$750,000 for Capital Projects will be included on a future agenda.

Director Danielson noted that the \$200,000 additional transfer amount from the General Fund to the Capital Projects Fund will not be committed until after the completion of the Fiscal Year 2016-17 Audit in the Fall. This will ensure that the General Fund fiscal year end balance is sufficient to support the additional transfer amount.

**MOTION:** Moved by Trustee Kembitzky and seconded by Trustee Hanley to adopt an Ordinance Approving the Village of West Dundee's Annual Budget for FY 2017/18. Upon roll call, motion was approved by a vote of 4 to 1.

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

**NAYS:** Trustee Wilbrandt

**ABSENT:** Trustee Pflanz

**B. Ordinance Amending Water and Sewer Rates (Trustee Kembitzky)**

Trustee Kembitzky noted that an increase to the water and sewer billing rates has been discussed and identified, as follows: (a) 2.5% increase in all tiers of the existing rate structure; (b) \$0.60 increase in the bi-monthly distribution fee; (c) a new line item amount of \$15.00 per bill; and (d) an additional 5% increase in all tiers of the existing rate structure.

Revenues specific to items (a) and (b) above shall be allocated to help keep pace with rising operational expenses, while revenues specific to items (c) and (d) shall be transferred to the Capital Projects Fund, earmarked specifically for water and sewer utility system improvements, repairs and capital purchases. A new line item will be created on the water and sewer bills identifying the \$15.00 per bill charge as earmarked for capital infrastructure funding. The goal and effort of these increases is to make the Water and Sewer Fund self-sufficient and discontinue borrowing from other funds to support the needs of the sewer and water systems.

It was noted that the resulting increase to an average bill (10,000 gallons of water used) would be approximately \$20 per bill, or \$10 per month. In comparison to water and sewer charges in neighboring communities as currently available, under the new rate structure West Dundee would be in the middle. Previously, West Dundee rates were very near the lowest in the area.

Director Danielson noted that Moody's Investor Service, during their 2016 review of the Village of West Dundee, had expressed concerns regarding the insufficient level of water and sewer rates to fund water and sewer operations and capital needs. At that time the Village was given a negative financial outlook. Moody's recently reviewed the Village of West Dundee again, were encouraged by the proposed rate increases, and removed the negative outlook for the Village's finances.

**MOTION:** Moved by Trustee Kembitzky and seconded by Trustee Hanley to approve an Ordinance Amending the Water and Sewer Rates as outlined in Title 8, Section 6 of the Municipal Code of the Village of West Dundee. Upon roll call, motion was approved by a vote of 4 to 1.

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

**NAYS:** Trustee Wilbrandt

**ABSENT:** Trustee Pflanz

**C. Ordinance Amending Ambulance Fee Schedule (Trustee Wilbrandt)**

Trustee Wilbrandt noted that, as previously included and discussed within the budget presentation, an increase in ambulance fees is recommended due to increased costs of providing EMS services to the community. Ambulance fees have not been increased since 2009. He referenced a survey completed by the City of Naperville which indicates that the proposed fee amounts are in line with those of other suburban communities.

**MOTION:** Moved by Trustee Wilbrandt and seconded by Trustee Yuscka to approve an Ordinance Amending the Municipal Code of the Village of West Dundee Concerning the Ambulance Schedule of Fees. Upon roll call, motion was approved unanimously.

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

**NAYS:** None

**ABSENT:** Trustee Pflanz

**XI. NEW BUSINESS:**

**A. Downtown Phase 1 Improvements Public-Private Partnership (Trustee Price)**

Trustee Price presented two items related to the Downtown Phase 1 improvements.

(1) Trustee Price stated that a public-private partnership between the Village and the property owners at 101 W Main Street, Jacobs Holding LLC, is recommended for the approved sidewalk expansion project along the First Street side of the property. The partnership would allow for the property owner to contract directly for these public improvements in conjunction with the installation of stairs and landings, and to be reimbursed by the Village for such in an amount not to exceed \$25,000. Manager Cavallaro noted that proper grading is essential to both projects, and that facilitating the work under one contract will provide for a better end result.

(2) Manager Cavallaro stated that the electrical transformer at the northwest corner of 101 S. First Street was removed by ComEd after the disconnection of service from the former Around the Corner Candy store location at 99 W Main. Removal of the transformer at the Village's expense had been previously discussed and was estimated at a cost of \$20,000. However, this direction had not been approved and ComEd's action to remove the transformer was independent of the Village or those discussions.

As a result, the Village must now facilitate the permanent connection of electrical service for the new Around the Corner Candy store at 101 S First Street to the transformer adjacent to the river. The work required to facilitate this connection is estimated at a cost of \$9,000. It was noted that this is less than the original engineer's estimate of \$16,000 due in large part to coordination with Copenhagen Construction to dig the trench for the conduit in conjunction with the demolition and backfilling of the Main Street parcels.

It was noted that there may be some additional expense in regards to patio pavers to account for the additional square footage created by the removal of the transformers.

**MOTION:** Moved by Trustee Price and seconded by Trustee Yuscka to authorize construction of the previously-approved First Street sidewalk expansion adjacent to the building at 101 West Main Street by the building owner, Jacobs Holding LLC, and to authorize reimbursement to Jacobs Holding LLC for this work upon completion, in an amount not to exceed \$25,000. Upon roll call, motion was approved.

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

**MOTION:** Moved by Trustee Price and seconded by Trustee Yuscka to authorize the installation of a new electric service for the building at 101 South First Street due to the elimination of the South First Street transformers in an amount not to exceed \$9,000. Upon roll call, motion was approved.

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

## **XII. EXECUTIVE SESSION:**

**MOTION:** Moved by Trustee Yuscka and seconded by Trustee Hanley to recess to Executive Session for the purpose of discussion pursuant to Section 2(c)(11) of Open Meetings Act: Litigation. Upon roll call, motion was approved.

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

The Regular Board Meeting recessed at 8:01 pm.

The Regular Board Meeting resumed at 8:12 pm.

## **XIII. MISCELLANEOUS / FUTURE AGENDA ITEMS:**

Trustee Kembitzky noted that a discussion of Capital Project funding prioritization is expected at the May 8, 2017 Board Meeting.

Trustee Kembitzky asked whether consideration was given to combining the Danny Blatz 5K with the Dundee Township Park District's annual 5K. Manager Cavallaro will inquire with Chief Wieteska and report back.

Manager Cavallaro noted that certification of the election results and swearing in of newly elected/re-elected officials would take place at the May 8, 2017 Board Meeting.

**XII. ADJOURNMENT:**

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

The Special Board Meeting adjourned at 8:14 pm.

**ATTEST:**

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Kim Tibbetts  
Deputy Village Clerk

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Christopher Nelson  
Village President

**EXECUTIVE SESSION:  
Village Hall, 102 S. Second Street**

**Monday, April 24, 2017  
Village of West Dundee**

President Nelson called the Executive Session to order at 8:03 pm for the purpose of discussing litigation.

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

Also present were Village Manager Joseph Cavallaro, Finance Director David Danielson, Community Development Director Tim Scott and Attorney John Regan.

Discussion was held regarding ongoing litigation related to property maintenance violations at 310 W. Main Street in West Dundee.

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

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

**NAYS:** None

The Executive Session adjourned at 8:12 pm.

**ATTEST:**

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Kim Tibbetts  
Deputy Village Clerk

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Christopher Nelson  
Village President