

**REGULAR BOARD MEETING**  
**Village Hall, 102 South Second Street**

**February 17, 2014 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 Pflanz, Wilbrandt, Kembitzky, Price, Hanley and Yuscka.

Also present were Village Manager Cavallaro, Village Attorney Brechin, Finance Director Danielson, Director Babica and two (2) people in the audience.

**III. PLEDGE OF ALLEGIANCE:**

Trustee Kembitzky led the Board and the audience in the Pledge of Allegiance.

**IV. APPROVAL OF AGENDA:**

**MOTION:** Moved by Trustee Price and seconded by Trustee Yuscka to approve the agenda as presented. Motion was unanimous.

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

**A. Public Hearing – Illinois Dept. of Natural Resources – Illinois Trails Program**

**MOTION:** Moved by Trustee Yuscka and seconded by Trustee Price to open the Public Hearing. Motion was unanimous.

Present were Village President Nelson, Trustees Pflanz, Wilbrandt, Kembitzky, Price, Hanley and Yuscka.

Also present were Village Manager Cavallaro, Village Attorney Brechin, Finance Director Danielson, Public Works Director Babica and two (2) persons in the audience.

The Public Hearing opened at 7:32 pm.

Manager Cavallaro said that notice of the Public Hearing was published in the Daily Herald and on the Village website.

Director Babica gave a presentation on the 2014 Illinois Trails Grant Program. He said this program has a portion which is dedicated to the Illinois Bicycle Path Program and provides grants for the installation, renovation, and design or property acquisition for bicycle trails.

Director Babica said pursuing the IDNR Grant Program for the installation of a bicycle trail along Sleepy Hollow Road between Kittridge Drive and Huntley Road would meet several of the Bicycle Path Grant funding priorities and the trail would provide a safer option for bicycle riders other than riding with the traffic along Sleepy Hollow Road.

He also said that this would include the paving of the existing gravel walking path along Huntley Road between Sleepy Hollow Road and Binnie Road.

Director Babica said Kane County Commissioner Gillam has been extremely helpful in verifying the Kane County Forest Preserve's willingness to participate. He said while a future Intergovernmental Agreement would be required to finalize the project, it is anticipated that the local match would be split 25/25/50 of Village, County and State.

Discussion took place regarding the criteria for eligibility, safety improvements, the building of a retaining wall in one area, making the dog park accessible for the residents of Aspen and Grand Pointe, accessibility to the savanna or open space, and the probability that it would not be budgeted for until the 2015/16 fiscal year.

In conclusion, Director Babica said there is no tentative schedule for the award and said that he has another interview with the IDNR on February 24, 2014.

He said the hearing was held to have the Board's consideration with all intentions of submitting a grant application assuming that the State will maintain the IDNR Illinois Trails Grant Program. He said there is no cost to the Village to pursue this grant application at this time other than staff resources.

**MOTION:** Moved by Trustee Pflanz and seconded by Trustee Wilbrandt to close the Public Hearing. Upon roll call, motion was approved.

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

**NAYS:** None

The Public Hearing closed at 7:44 pm.

#### **VI. REPORTS AND QUESTIONS FROM TRUSTEES:**

Trustee Wilbrandt said the Nestle Café in the Mall looked good and is ready to open.

#### **VII. VILLAGE STAFF REPORTS:**

Director Danielson said the Village is still on hold for the Illinois E Pay program and are negotiating with Visa.

Director Danielson explained that the manual check on the Consent Agenda for VanEck was for body work done on a fire engine and if paid at the time there was a 15% discount.

Manager Cavallaro told the Board that he included a consultant interview schedule for the 27<sup>th</sup> and 28<sup>th</sup> of February in their packet. He asked if there were any suggestions for questions the Board would like to have to get them to him no later than Wednesday the 19<sup>th</sup>.

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

#### **IX. CONSENT AGENDA:**

**A. Approval of Bill List: February 17, 2014**

- B. Ratification of Debit Purchases: January 2014**
- C. Ratification of Manual Check – VanEck: Body Repair to Truck 342.**
- D. Approval of February 3, 2014 Minutes Regular Board Meeting**
- E. Special Event/Daily Liquor Permit-Knights of Columbus St. Patrick’s Dinner Dance**
- F. Emmett’s St. Patrick’s Day Celebration**
- G. Admin. Processing Fee – Ordinance Amendment**
- H. FAU Route Reclassification – Sleepy Hollow Road**
- I. Authorization to Proceed – IDNR Illinois Trails Grant Program**

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

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

**NAYS:** None

**X. UNFISISHED BUSINESS:** There was none

**XI. NEW BUSINESS:**

**A. Selection of Auditing Firm FY 14 FY16**

Trustee Kembitzky said the Board prepared a RFP to solicit proposals for the upcoming three year period which was sent to firms in the area that specialize in governmental accounting. She said, in addition, a legal notice was published in the Daily Herald to solicit proposals from interested firms in order to ensure that all interested and qualified firms would have the opportunity to do so. She said eight (8) firms’ submitted proposals.

Trustee Kembitzky said that three (3) firms were selected and interviewed. She said that the firm’s core strengths/competencies, audit approach, handling of periodic questions during the year, and their on-going education of their clients on upcoming accounting and reporting issues were discussed in the interview process.

Other factors were the number of estimated hours needed to conduct and prepare the audit, municipal reference, the hourly rate of a partner and manager, GFOA Certificate of Achievement, GFOA Review Board Membership and TIF experience.

Director Danielson said the recommendation is for the firm Wolf & Company. He said they currently provide auditing services to 60 municipalities, of which 15 are active in the GFOA Certificate program and the partner who would be overseeing our CAFR is on the GFOA Review Board and also has extensive TIF experience.

**MOTION:** Moved by Trustee Kembitzky and seconded by Trustee Price to award the contract for auditing services for the upcoming three year period to the firm of Wolf & Company for a cost of \$25,520 for the 2013/14 fiscal year, \$25,600 for the 2014/2015 fiscal year, and \$26,100 for the 2015/16 fiscal year. Upon roll call, motion was approved.

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

**NAYS:** None

**B. Nine Month Financial Report**

Director Danielson presented this report to the Board. He said that the one weak area and ongoing problem is the decline of sales tax revenue. He said collections are \$101, 104 less than they were one year ago at this time. He also said the numbers collected year to date don't take into consideration the recent announcement of the closing of the West Dundee Target store in May of 2014. He did say that the most critical month for sales tax receipts is December, which should be reported on in March.

He said that all the Departments are working within their budgets and that the Street Department is running about \$15,000 ahead of last year due to the extreme winter conditions we have been experiencing this winter. However, he did say that it is anticipated that the total budgeted amount of \$1,220,900 will not be exceeded.

He said that the Village needs to look at new funding for the budget. He did say that there is \$2.2 million in the General Fund.

Discussion took place regarding the Water & Sewer Fund, Community Development, Sales Tax, Capital Projects and preparing the budgets for next year.

Director Danielson said he would keep the Board apprised of any changes.

**XII. MISCELLANEOUS:**

Trustee Wilbrandt said the new street signs look good.

Village President Nelson announced the fundraiser for Dundee Highlands and asked any of the Board members to let him know if they are attending.

**XIII: ADJOURNMENT**

**MOTION:** Moved by Trustee Kemitzky and seconded by Trustee Hanley to adjourn the Regular Board meeting. Motion was unanimous.

The Regular Board Meeting adjourned at 8:10 pm.

**ATTEST:**

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Barbara Traver  
Village Clerk

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Christopher Nelson  
Village President