

**I. CALL TO ORDER:**

President Keller called the Committee of the Whole Meeting to order at 7:31 pm.

**II. ROLL CALL:**

Present were President Keller, Trustees Voss, Gillam, Price, Osth, Hanley and Yuscka. Also present were Village Manager Cavallaro, Village Attorney Brechin, Finance Director Danielson, Community Development Director Tymoszenko, Public Works Director Babica and four (4) people in the audience.

**III. PLEDGE OF ALLEGIANCE:**

President Keller led the Board and the audience in the Pledge of Allegiance.

**IV. APPROVAL OF AGENDA:**

**Motion:** Moved by Trustee Hanley and seconded by Trustee Yuscka to approve the agenda, amending it to include Executive Session. Upon roll call, motion was approved.

**V. VILLAGE PRESIDENTS REPORT:**

President Keller reported that the Backyard Garden Club has generously donated and planted a new perennial garden in front of Village Hall.

President Keller presented a Certificate of Achievement from the Government Finance Officers Association to Director Danielson for excellence in financial reporting, noting that this is the 16<sup>th</sup> consecutive year that West Dundee has received such recognition.

President Keller reminded the Board that the Memorial Day Parade will held at 2:00 pm on Sunday, May 24<sup>th</sup>, 2009. The Board will participate by handing out candy along the parade route.

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

Trustee Gillam reported on the planting of planter boxes along Main Street by local families and businesses. As recognition for these donations, the Village will provide signage in the planter boxes indicating those who planted flowers.

Trustee Gillam also reported on the series of community events brought before the Board by resident Jill Harris on April 6<sup>th</sup>, 2009. Discussion was held regarding reimbursement of up to \$1000 in expenses incurred by Ms. Harris in planning these events. Soda and water will be sold at upcoming events to aid this effort. It was noted that sponsors and volunteers have been secured for these events, and will continue to be sought for future events.

**VII. VILLAGE STAFF REPORTS:**

**A. Comprehensive Plan and SD District Zoning Amendments Public Hearing**

Director Tymoszenko informed the Board of an upcoming Public Hearing to be held on Tuesday, May 26<sup>th</sup>, 2009 before the Planning and Zoning Commission, regarding future land use and SDD zoning for the Randall Corridor.

## **VIII. ITEMS FOR DISCUSSION:**

### **A. Discussion – Groundwater Monitoring Ordinance**

Director Babica presented this item to the Board. Family Pride Cleaners, 537 South Eighth Street, has been involved in ongoing remediation of PCE, a chemical commonly associated with environmental contamination issues of the dry cleaning industry.

The IEPA has requested adoption of a boiler plate ordinance prohibiting installation of private wells within 1550 feet of the site. Siraa Smadi, representative of Anderson Environmental Services, Family Pride's remediation consultant, came forward to address questions from the Board.

The Board displayed concern for potential contamination of Jelkes Creek to the South. Smadi reported that while the cause of the leak is unknown, contamination levels are low and models show the groundwater flows to the East. Continued testing and monitoring of the site will be at the discretion of the IEPA.

### **B. NIMS Compliance for Elected Officials**

Manager Cavallaro advised that the National Incident Management System mandates completion of required coursework by Village staff and elected officials based on level of authority. IT Coordinator Mike Spiro is a certified NIMS instructor and will schedule training for West Dundee and surrounding communities.

### **C. General and Water & Sewer Fund Capital Purchases**

Manager Cavallaro presented a priority list of proposed capital expenditures for the 2009-2010 fiscal year, as compiled from Departmental requests. Capital projects have been suspended and will be reviewed at the six-month mark, October of 2009.

### **D. Credit Card Payment for Water/Sewer Bills**

At the request of Trustee Voss, Director Danielson presented the proposed fees from First American Bank should the Village wish to accept credit cards for Water & Sewer payments. Discussion was held regarding the financial impact and whether the fee could be passed along to the consumer.

Director Danielson reported a slight increase in the number of second notices and shut-off notices being sent by Village during the current economic downturn. He provided an overview of the payment and assistance options currently offered by the Village. Discussion was held regarding how to better inform Water & Sewer customers of payment options to avoid shut-off.

### **E. 4<sup>th</sup> Quarter Financial Report**

Director Danielson presented the 4<sup>th</sup> quarter financial report for the 2008-2009 Fiscal Year, which ended April 30, 2009. Preliminary fieldwork for the audit has begun, and a final report will be available in October. The final report is subject to change based on audit results.

It was noted that, while FY 08-09 began with a budget deficit, and Sales Tax revenues came in well below expectations, the budget gap was largely reduced due to the cost cutting efforts of Department Directors.

Directors Danielson and Babica advised of the ability to identify water delivery disruptions through comparison of production and sales, reporting that recent water main repairs have resulted in decreased production costs.

A brief discussion was held regarding scheduled expenditures for the 2009-2010 Fiscal Year.

#### **F. Shed Separation Regulations and Non Conforming List**

Director Tymoszenko presented this item to the board, outlining a recommendation by the Planning and Zoning Commission to amend building separation requirements from 10' to 3' in the zoning ordinance.

The recommendation is based on an audit of sheds in violation of the 10' separation and public hearings held on August 25, 2008 and April 27, 2009. Of 92 sheds audited, 16 would be in violation of a 3' separation requirement; 12 were issued permits in error and 4 were erected without a permit.

Questions were raised regarding whether materials used to construct the subject sheds conform with fire code, how this issue differs from garage separation, additions and lean-tos, and whether 3' is sufficient for exterior maintenance of both buildings. Intent is to enforce materials requirements in the event of an amendment to 3' separation.

Discussion was also held regarding formation of a non-conforming list to include the aforementioned 16 sheds. If approved, the owners would be notified of their non-conforming status and the liability assumed in maintaining the existing building separation, while also being provided the opportunity to work with Village staff to conform to the ordinance.

Director Tymoszenko will present a draft ordinance and draft notification of non-conforming status at the next Regular Board Meeting.

#### **IX. MISCELLANEOUS:**

Director Tymoszenko requested guidance regarding appropriate actions to take upon notification of bankruptcy filing by an entity indebted to the Village. A general discussion was held to gain better understanding of bankruptcy law, liens, debt repayment and the obligations of creditors.

Director Babica reported that staff is looking into the use of more environmentally friendly cleaning supplies.

Director Tymoszenko advised the Board of a Special Use Permit application for operation of a Real Estate office at 513 West Main Street. Staff plans to provide a positive recommendation to the Planning and Zoning Commission.

A brief discussion was held regarding the potential need for official Village photo IDs, especially for those in a position of leadership for emergency response/NIMS situations.

Trustee Voss reported her attendance, along with Village Clerk Traver and Deputy Village Clerk Tibbetts, at the Newly Elected Officials seminar held by the Law Firm of Zukowski, Rogers, Flood and McArdle on May 9<sup>th</sup>. She made a recommendation to make available at Village Hall copies of the newly published book that accompanied the seminar.

**X. EXECUTIVE SESSION:**

**Motion:** Moved by Trustee Osth and seconded by Trustee Voss to recess to executive session for the purpose of discussing Village Manager performance evaluation and contract renewal. Upon roll call, motion was approved.

**XI. ADJOURNMENT:**

**Motion:** Moved by Trustee Price and seconded by Trustee Voss to adjourn the Committee of the Whole Meeting. Motion was unanimous.

The Committee of the Whole Meeting adjourned at 10:32 pm.

**Attest:**

Kim Tibbetts

Larry Keller

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Deputy Village Clerk

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Village President

**COMMITTEE OF THE WHOLE MEETING  
EXECUTIVE SESSION**

**May 11<sup>th</sup>, 2009**

The Executive Session was called to order at 10:15 p.m.

Present were President Keller, Trustees Voss, Gillam, Price, Osth, Hanley and Yuscka. Also present were Village Manager Cavallaro and Village Attorney Brechin.

Discussion was held regarding Village Manager performance evaluation and contract renewal.

The matter will discussed further in Executive Session at a later date.

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

The Executive Session adjourned at 10:30 p.m.

**Attest:**

Kim Tibbetts

Larry Keller

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Deputy Village Clerk

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Village President