

REGULAR BOARD MEETING
Village Hall, 102 S. Second Street

October 8, 2018 – 7:30 pm
Village of West Dundee

I. CALL TO ORDER:

President Nelson called the Regular Board Meeting to order at 7:40 pm.

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, Community Development Director Tim Scott and Fire Chief Freise. There were seven (7) people in the audience.

III. PLEDGE OF ALLEGIANCE:

Trustee Kembitzky 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: There was none.

VI. REPORTS AND QUESTIONS FROM TRUSTEES AND WORKING GROUPS:

Trustee Kembitzky inquired about when and where tree trimming would be taking place.

Trustee Anderley said they are still in need of volunteers for the Halloween Party.

VII. VILLAGE STAFF REPORTS:

Manager Cavallaro said he would be sending out a formal memo to the community with information about the fall leaf-pick up schedule. Trustee Hanley asked that the residents keep their cars off the street to aid in the leaf pick-up.

Manager Cavallaro said the winter parking ban begins November 1, 2018.

VIII. QUESTIONS FROM THE AUDIENCE:

- A. Items on the Agenda: There were none.
- B. Items not on the Agenda: There were none.

IX. CONSENT AGENDA:

- A. Approval of Bill List: October 8, 2018
- B. Approval of Minutes: September 24, 2018 Regular Board Meeting
- C. Daily Liquor Permit Request: St. Catherine of Siena Trivia Night

Trustee Kembitzky asked that the payment to the First United Methodist Church be added to the Bill List.

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

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

NAYS: None.

X. RESOLUTIONS AND ORDINANCES:

A. Casey's General Store – 700 South Eighth Street: Ordinance Approving a Sidewalk Easement and Maintenance Agreement

Community Development Director Scott said this concerns public sidewalks planned for the forthcoming Casey's General Store at 700 South Eighth Street and is an agreement by and between the Village and Casey's Retail Company to facilitate construction and maintenance.

In answer to Trustee Price's question, Director Scott said the proposed agreement notes that the Village shall maintain the sidewalks that are constructed on Casey's property (i.e., along Beacon Street, in the Village right of way along Willow Lane) and the granting of an easement (access rights) that would enable the Village to build a public sidewalk on their property along South Eighth Street/Route 31 in the future.

MOTION: Moved by Trustee Price and seconded by Trustee Yuscka to approve an Ordinance approving a Sidewalk Easement and Maintenance Agreement By and Between the Village of West Dundee and Casey's Retail Company. Upon roll call, motion was approved.

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

NAYS: None

B. Consideration of an Ordinance Approving a Text Amendment Related to Permanent Make-up

Trustee Price said Staff is proposing to add "permanent make-up as a "permitted use" in all business districts, but only as an ancillary or supplementary operation to a full-service hairstyling or beauty salon. The intention is to treat permanent make-up as simply one of many services offered by a salon business.

Trustee Price said further that staff is proposing to add "permanent make-up as a "special use" in all business districts if proposed as a standalone operation (i.e., only service provided) or as the primary use within a salon. As a special use, the Planning and Zoning Commission and the Village Board of Trustees have the opportunity to consider the proposed business, its location, and potential impact on surrounding properties.

Director Scott said that it should be noted that the use is regulated by the state through the Illinois Department of Public Health (and its Body Art Code) which requires a certificate of registration and which makes clear that the service does not fall under the license of cosmetology or esthetics.

In answer to Trustee Kembitzky's question regarding cosmetic surgery, Director Scott said surgery centers may already fall under this in spirit, but he will follow up on this.

MOTION: Moved by Trustee Price and seconded by Trustee Anderley to approve an Ordinance Amending Title 10 Zoning Regulations of the Municipal Code Addressing Permanent Make-up. Upon roll call, motion was approved.

AYES: Trustees Price, Hanley, Yuscka, Anderley, Wilbrandt and Kemitzky
NAYS: None

XI. UNFINISHED BUSINESS:

A. Authorization to Execute a Settlement Agreement with First United Methodist Church

Trustee Price presented the critical points of this agreement, which include the payment of \$95,000 as compensation for the acquisition of the property which will close before October 31, 2018; the Village agrees to demolish the 310 W Main Street building on or before March 30; the Village agrees to construct a public parking lot on the property on or before November 13, 2019; the Village agrees to release the liens recorded against the property and based on the final negotiation of the Settlement Agreement, the Village has agreed to absorb the cost of the survey for the site at \$750, and the Church will take on the responsibility for the title policy at a cost of \$1700.

MOTION: Moved by Trustee Price and seconded by Trustee Kemitzky to authorize the execution of a final Settlement Agreement between the Village of West Dundee and First United Methodist Church as presented. Upon roll call, motion was approved. .

AYES: Trustees Price, Hanley, Yuscka, Anderley, Wilbrandt and Kemitzky
NAYS: None

XII. NEW BUSINESS:

A. 2017-2018 Comprehensive Annual Financial Report Presentation

Mr. Michael VanAsdall and Finance Director Danielson presented to the Board the draft of the 2017-2018 Comprehensive Annual Financial Report (CAFR) Director Danielson informed the Board that the version of the Report being presented is the draft version and there will be time to make modifications to the Report especially the Transmittal Letter and the Management Discussion and Analysis section should the Board desire.

Mr. VanAsdall gave the Board an overview as to how the report is structured and reminded the Board that the schedules toward the front of the Report are more generalized in nature and the schedules in the back portions of the Report are more detailed in nature.

Mr. VanAsdall stated that with the exception of receiving in excess of \$1 million in developer related fees pertaining to the Springs at Canterfield apartment development, this year's Report closely mirrors the 2016/2017 CAFR. The Village's Water and Sewer Fund was strengthened this year by the tap-on fees collected for the Springs at Canterfield development.

Mr. VanAsdall stated that due to changes in the GFOA requirements pertaining to the reporting of pension liabilities, additional information has been added to that section of the Report. He noted that the investment returns for both the Police and Fire Pension funds were able to meet their established rates of returns.

He concluded by encouraging the Board to review the Statistical Section of the Report that is located at the very end. He stated that the schedules included in this Section provide a 10 year history of many benchmark standards that are prepared and maintained by the Finance Department.

Mr. VanAsdall said that the final Report should be distributed to the Board by the end of October. He encouraged all members of the Board to spend some time in going through the document and contacting him should there be any questions.

Director Danielson gave the Board some general statements regarding the CAFR and echoed the sentiment that this year's Report shed positive light on the state of the Village's finances. He stated that the unassigned Fund Balance of the General Fund remained virtually unchanged for the year at 32%. He informed the Board that the established GFOA standard is 15%. He stated that the Village and its administration continues to do a good job of living within its means and stated that regarding General Fund expenditures, there was a positive variance of \$168,757 between the budget and actual figures.

Director Danielson stated that the fiscal year 2017-2018 was the first year in over 15 years that there was an increase in year over year sales taxes. He also noted that there was a 16% increase in Income Taxes and a 7% increase the in Food and Beverages taxes

Director Danielson noted that this year's CAFR was the first year of the three year contract with Selden Fox and he thanked Mr. Van Asdall for his ongoing guidance and assistance throughout the year.

MOTION: Moved by Trustee Kembitzky and seconded by Trustee Yuscka to approve the Village of West Dundee Comprehensive Annual Financial Report for the fiscal year ended April 30, 2018. Upon roll call, motion was approved.

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

NAYS: None

B. Approval – Ambulance Purchase

Trustee Wilbrandt said this is a proposal for the purchase of a new 2019 Wheeled Coach ambulance to replace the current 2005 Wheeled Coach Ambulance 31.

Chief Freise said that Ambulance 31 is 14 years old and the second oldest ambulance in QuadCom, He said reliability is becoming a major concern and listed the various problems with the ambulance including oil leaks, diesel smell in the patient compartment and mechanical problems.

Trustee Wilbrandt said that Chief Freise was able to negotiate the price for the new ambulance at \$199,000, with the contract signing the week of October 8th. He said the price is excellent considering the going rate for ambulances is \$250,000 to \$265,000. He added that the price includes the removal and re-installation of our existing Power Load System.

Trustee Kembitzky said that in this year's 2018-19 Capital Projects budget, a dollar amount of \$125,000 has been set aside for half of the cost of the purchase of a new ambulance and that the additional \$74,000 will be taken from the Capital Projects Fund within this budget year, but will also be accounted for as a corresponding reduction to the 2019-20 Capital Projects Fund budget, under Capital Equipment and Vehicle Expenses.

Doing so will ensure that the Capital Projects budget and expenditures remain within the annual total allocations as provided for the committed revenues for such expenditures, but will allow the Village to take advantage of the nearly \$50,000 in cost savings based on the purchase of the demo unit.

MOTION: Moved by Trustee Wilbrandt and seconded by Trustee Hanley to move to approve the purchase of a new 2019 Wheeled Coach ambulance at a cost not to exceed \$199,000. Upon roll call, motion was approved.

AYES: Trustees Wilbrandt, Kembitzky, Price, Hanley, Yuscka and Anderley
NAYS: None

C. Review and Potential Referral of HSI Properties' Multifamily Development Concept Plan for the Route 72 and Randall Road Area

Community Development Director Scott said that Wisconsin –based HSI Properties has expressed interest in 25.14 acres of land northwest of the intersection of Randall Road and Route 72 with the goal of developing a luxury, multifamily complex consisting of 280 apartments. He said the plan is similar to Springs at Canterfield.

He added that residential development of the type proposed could help weave this area together as it contains adjacent residential and institutional/civic uses as well as light industrial and commercial uses nearby.

Tony DeRosa, representing HSI Properties, gave an overview of the proposal including the history of the company, market demand, research and demographics, as well as a slide presentation of the various developments HSI has completed.

He said that the proposed development would consist of 2 story townhouse style buildings with private entries into each unit amenities (Clubhouse, Pool fitness facility), two (2) storm water detention basins, buildings with double gables, and brick and hardy board exteriors and would have a full time on site property manager.

Mr. DeRosa added that there would be a centrally located park space, a network of sidewalks and landscaped green space to provide a substantial buffer to the unincorporated single-family neighborhood to the south.

Discussion ensued regarding the potential to move multifamily closer to Randall Road, moving the project more to the East (precludes any commercial being built), desire to see a more urban design, amount of parking, site assessment and use of natural resources, bringing in neighborhood commercial (bar, coffee shop, etc.) desire to see sidewalks weaving throughout the neighborhood, and perhaps using flat roofs (gable roof design is what is desired by empty nesters).

MOTION: Moved by Trustee Price and seconded by Trustee Yuscka to recommend that HSI Properties submit its Plan for a Multifamily Development for Consideration via the Village's Required Entitlement Process. Upon roll call, motion was approved.

AYES: Trustees Price, Hanley, Yuscka, Anderley, Wilbrandt and Kembitzky
NAYS: None

D. Authorization to Execute an Engineering Services Contract for 310 W. Main Parking Lot Project

Trustee Yuscka said pursuant to the Settlement Agreement between the Village of West Dundee and First United Methodist Church the Village is pursuing a Phase I and Phase II Engineering Professional Services Agreement for the construction of the parking lot at 310 W. Main Street.

Baxter & Woodman was able to reduce their original quote and does understand that the Village still requires WBK to review projects to ensure compliance with the storm water ordinance.

Trustee Yuscka said that it is the Village's intention to bid this project along with our 2019 Streets and Infrastructure Program in order to leverage up the best unit cost and take advantage of the economies of scale made available through the larger work scope.

A brief discussion was held regarding the desire to obtain quotes from other firms, putting out RFP's (Request for Proposals) and to post project on our website.

MOTION: Moved by Trustee Price and seconded by Trustee Yuscka to table this item until the first meeting in November. Upon roll call, motion was approved.

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

NAYS: None

XII. MISCELLANEOUS AND FUTURE AGENDA ITEMS:

- Discussion of Rental Rates
- 310 W. Main Street Municipal Parking Lot.

XIII. ADJOURNMENT:

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

The Regular Board Meeting adjourned at 8:55 pm.

ATTEST:

Barbara Traver
Village Clerk

Christopher Nelson
Village President