

REGULAR BOARD MEETING
Village Hall - 102 S. Second Street

August 19, 2019 - 7:30 pm
Village of West Dundee

I. CALL TO ORDER:

President Nelson called the Regular Board Meeting to order at 7:32 pm.

II. ROLL CALL:

Present were Village President Christopher Nelson, Trustees Cheryl Anderley, Dan Wilbrandt, Michelle Kembitzky, Tom Price, Pat Hanley and Andy Yuszka.

Also present were Village Manager Joseph Cavallaro, Finance Director David Danielson, Community Development Director Timothy Scott, Public, Interim Police Chief Anthony Gorski, Fire Chief Randy Freise and twenty-five (25) people in the audience.

III. PLEDGE OF ALLEGIANCE:

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

IV. APPROVAL OF AGENDA:

MOTION: Moved by Trustee Hanley and seconded by Trustee Yuszka to approve the agenda, as presented. Motion passed unanimously by voice vote.

V. VILLAGE PRESIDENT'S REPORT:

A. Oath of Office: Firefighter/Paramedics Scholes & Sieminski

Chief Freise thanked Jeff Mack, Chairman of the Police & Fire Commission for all the work that is put into the selection process by the Commission. He also acknowledged Firefighter/Paramedic Dan Kilian for instructing Peter Sieminski to be a paramedic.

Chief Freise gave a brief background about both Simon Scholes and Peter Sieminski saying that both gentlemen passed a rigorous testing process, as well as being highly recommended by Officers and peers alike.

Chairman Jeff Mack administered the Oath of Office to Simon and Peter.

Lieutenant Mike Barreto presented Simon's helmet and explained the number on the helmet as representing the 33rd firefighter to be hired.

Lieutenant Alan Widmayer presented Peter's helmet #34 representing the 34th firefighter hired.

Both Simon and Peter introduced their families and friends in attendance.

VI. REPORTS & QUESTIONS FROM TRUSTEES & WORKING GROUPS: None

VII. VILLAGE STAFF REPORTS:

Director Scott said that Wood Fire will open officially on Tuesday, August 20, 2019.

VIII. QUESTIONS FROM THE AUDIENCE:

A. Items on the Agenda:

Trish Glees, 218 N. 3rd Street, West Dundee commented on the upcoming demolition of 200 Washington Street saying she would prefer to have a developer or investor tear it down, rather than using taxpayer's money. She also commented on the Halloween Party need for volunteers to run the event saying the Village shouldn't hire someone to do it but to reach out to the Township, Library and Park District.

B. Items not on the Agenda:

Trish Glees, Dundee Township Supervisor, gave an update on the Social Programs available through the Township including the recycling ink/toner, DEA approved medicine take back program and said the Food Pantry pick-up has moved from Friday to Thursday.

IX. CONSENT AGENDA:

- A. Approval of Bill List: August 19, 2019
- B. Approval of Minutes: August 5, 2019 Regular Board Meeting
- C. Video Gaming License Application-Dominick's Pizzeria
- D. Resolution for Participation in the State of Illinois Federal Surplus Property Program

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

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

NAYS: None

X. RESOLUTIONS AND ORDINANCES:

A. Ordinances Amending Collection Fees and Cost Resolution Approving Collection Services Contract

Trustee Wilbrandt said that recent incidents involving Northwest Collectors Inc. have necessitated termination of our collection services contract, and that research of qualified collection firms have identified Municipal Collections of America Inc. as a viable alternative.

In order to take full advantage of both the statutory allowances afforded in the Illinois Municipal Code and the Illinois Debt Recovery Program, he said the Board would have to amend two sections of the West Dundee Municipal Code.

MOTION: Moved by Trustee Wilbrandt and seconded by Trustee Price to adopt and Ordinance Amending Title 1, Administrative, Chapter 4, General Penalty of the West Dundee Municipal Code, so as to add 1-4-5: Collection Fees and Cost and Amending Title 6, Police Regulations Chapter 8, Ordinance Enforcement through Administrative Adjudication of the West Dundee Municipal Code, So as to add 6-8-8-M-1; Collection Fees and Cost. Upon roll call, motion was approved.

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

NAYS: None

MOTION: Moved by Trustee Wilbrandt and seconded by Trustee Price to approve the execution of an agreement for collection services with Municipal Collections of America Inc. for an initial period of 2 years, to be subject to automatic renewal annually thereafter. Upon roll call, motion was approved.

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

NAYS: None

B. Ordinance Amending Title 3, Liquor Control, to add Class L License

Trustee Hanley said our liquor ordinances do not facilitate sales of alcohol for onsite consumption without food service and the Police Department recommends a new Class L Liquor License classification to facilitate such operations by workshop-based arts and crafts studios.

He said that the Police Department surveyed “paint & sip” businesses in the area and it is evident from the review that the trend to offer beer and wine service is attractive to the customer base.

There are specific restrictions on the Class L Liquor License including:

- Annual fee of \$750;
- Restricted to beer and wine sales only;
- At an art studio, arts and crafts school, or similar leisure/entertainment business;
- Limited to registered patrons assembled on the premises of business while conducting classes;
- Served by BASSET certified employees;
- Closing Hours between the hours of twelve o’clock (12:00) A.M. and eight o’clock (8:00) A.M.

MOTION: Moved by Trustee Hanley and seconded by Trustee Yuscka to adopt an Ordinance amending Title 3, Chapter 2 of the West Dundee Municipal Code, so as to amend 3-2-8 by adding a Classification L (Arts, Crafts & Leisure Entertainment). Upon roll call, motion was approved.

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

NAYS: None

C. Ordinance Amending Title 10-Zoning Regulations of the Municipal Code Addressing Solar Regulations

Trustee Price said the Planning & Zoning Commission assisted in the development of standards and regulations. He said that the regulations were drafted balancing multiple objectives, namely to provide access to solar energy, comply with standards that ensure safe installations, and maintain neighborhood character to the degree possible/practical, including decommissioning, if it becomes defunct.

MOTION: Moved by Trustee Price and seconded by Trustee Kembitzky to approve an Ordinance Amending Title 10 Zoning Regulations of the Municipal Code Addressing Solar Regulations as amended. Upon roll call, motion was approved.

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

NAYS: None

XI. NEW BUSINESS:

A. Associated Firefighters of Illinois Grant Application

Trustee Wilbrandt said that the Fire Department is requesting approval to apply for a Union-sponsored consolidation study grant.

Trustee Wilbrandt said the purpose of the study is to provide a road map towards a formal consolidation of fire services between the Rutland-Dundee Fire Protection District and the West Dundee Fire Department over a 3 to 5 year time frame.

Chief Freise said the Associated Firefighters of Illinois (AFFI) is offering to pay for a third party study and there is no cost to the Fire Department. He said our only obligation is to provide the necessary data for the study and all the representatives from Rutland and West Dundee are in agreement to pursue this.

MOTION: Moved by Trustee Wilbrandt and seconded by Trustee Anderley to authorize an AFFI Consolidation Study Grant application relating to the Rutland Fire Protection District and the West Dundee Fire Department. Upon roll call, motion was approved.

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

NAYS: None

B. 1st Quarter Financial Report

Trustee Kembitzky stated that the First Quarter Financial Report for the period ending July 31, 2019 is included on the agenda for the Board's review. She stated that the Report summarizes the Village's financial position for the first three months of the fiscal year and that there are no significant comments to be made other than the fact that so far for the fiscal year, things are on track.

Director Danielson echoed Trustee Kembitzky's comments and added that sales tax for the year is down slightly from a year ago, but noted that the August numbers which are not part of this report were stronger. Director Danielson further noted that the most recent estimates regarding State-shared revenues (Income Tax, State Use Tax, and Motor Fuel Tax) have been revised. He stated that when the FY20 budget was prepared, the estimate for the year was \$152.12 per capita and the current estimate is \$164.40.

He stated that Police fines and fees for the year to date have increased by approximately \$18,000 or 20 %.

Total General Fund revenues for the year to date are up \$99,938. Of this amount, \$21,026 can be attributed to an increase in our property tax collection amount based on our 2018 property tax levy.

Regarding expenditures, Director Danielson noted that the 2019 General Fund expenditures year to date only reflect an increase of \$2,415 from the previous year.

He stated that the revenues for the Village's Water and Sewer Fund reflect an increase of about \$128,000 for the first three months of the fiscal year. He attributed this increase to the 4% rate adjustments which went into effect on May 01, 2019 as well as the tap-on fees that were generated

from the building permit issued for Casey's General Store. These tap-on fees amounted to \$48,745.

There being no additional comments or questions from the Board, Director Danielson was thanked for his comments and the information provided.

C. Professional Services Agreement for 200 Washington Demolition Bid Specifications

Trustee Yuscka said that there is a professional services agreement to prepare specifications and exhibits regarding the demolition of the structure attached for the Board's review.

Manager Cavallaro said the National Land Development Group has expressed an interest and willingness to work with the Village on a redevelopment plan for the property, and has the expertise and professional experience necessary to put together such an exhibit and specifications.

Manager Cavallaro said the basic scope of service would be to create a set of specifications and an exhibit by which we can then solicit bids for the actual demolition of the structure. These services would have a cost of \$2,000 upfront, plus \$1,900 for the development of the bid specifications, for a total cost of \$3,900.

Manager Cavallaro said in addition National Land Development Group has identified additional services that would be available to ensure that the specs are met and adhered to during the actual demolition process. He added that this would be a separate contract, with work completed on an hourly basis per the provisions stipulated in the contract,

In summary, Manager Cavallaro said that staff strongly believes that a more formal set of specifications for demolition is needed, and that formal oversight of the demolition would also be beneficial and appropriate.

MOTION: Moved by Trustee Yuscka and seconded by Trustee Anderley to authorize a Professional Services Agreement between the Village of West Dundee and National Land Development Group for the creation of bid specifications for the demolition of 200 Washington Street, in an amount not to exceed \$3,900, subject to final attorney review. Upon roll call, motion was approved.

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

NAYS: None

D. Halloween Party Budget and Professional Services

Trustee Hanley said that since its inception in 2009, the West Dundee Halloween Party has been a community driven volunteer run event. However, after the 2017 event the volunteer organizers who led the event for many years elected to take a step back and Trustee Anderley agreed to spearhead the event in 2018, but have indicated that she won't be continuing as committee head for this year's event.

Trustee Hanley said that staff approached the Dundee Township Park District in an effort to partner on the continuation of this event, utilizing staff from both entities, but the Park District declined this request as it is focusing efforts on their existing Halloween events.

Trustee Hanley said President Nelson indicated a desire for the event to continue and requested that staff inquire as to the cost and availability of services for a freelance event planner to lead the event.

Discussion took place as to whether or not the Board is willing to pay for an event planner (Board not committed to hiring an event planner), desire to keep it a community event with volunteers, and Trustee Anderley saying she and Cindy Kennedy would be willing to form a committee and continue the event in 2020.

Both Jill and Duane Harris and Michael Dewey, previous organizers and volunteers, were in agreement to keep it a volunteer community event.

President Nelson polled the Board and it was decided to take a year off and not have the Halloween Party this year, but proceed with it in 2020.

XII. MISCELLANEOUS / FUTURE AGENDA ITEMS:

Trustee Kembitzky asked the dates for the Board Meetings in September. Manager Cavallaro advised that the Board Meetings are scheduled for September 9th and September 23rd.

XIII. ADJOURNMENT:

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

The Regular Board Meeting adjourned at 8:38 pm.

ATTEST:

Barbara Traver
Village Clerk

Christopher Nelson
Village President