

COMMITTEE OF THE WHOLE MEETING
Village Hall, 102 South Second Street

August 13, 2012 - 7:30 pm
Village of West Dundee

I. CALL TO ORDER:

President Keller called the Committee of the Whole Meeting to order at 7:30 pm.

II. ROLL CALL:

Present were President Keller, Trustees Voss, Gillam, Price, Osth, Hanley and Yuscka. Also present were Village Manager Cavallaro, Finance Director Danielson, Police Chief Wieteska, Public Works Director Babica, Fire Chief Freise, Village Attorney John Brechin, and two (2) persons in the audience.

III. PLEDGE OF ALLEGIANCE:

Trustee Yuscka led the Board and those in attendance in the Pledge of Allegiance.

IV. APPROVAL OF AGENDA:

MOTION: Moved by Trustee Voss and seconded by Trustee Price to approve the agenda as presented. Upon roll call, motion was approved.

AYES: Trustees Voss, Gillam, Price, Osth, Hanley and Yuscka

NAYS: None

ABSENT: None

V. VILLAGE PRESIDENTS REPORT: There was none.

VI. REPORTS AND QUESTIONS FROM TRUSTEES: There were none.

VII. VILLAGE STAFF REPORTS:

Manager Cavallaro said that the first quarter manager's report is in the Trustees mailboxes.

Chief Freise reported that the bunk room project has begun.

Chief Freise also commended Jim Schuldt and the red shift for saving the life of a resident who was in full cardiac arrest.

VIII. ITEMS FOR DISCUSSION:

A. Inquiry for Special Event during Heritage Fest

Trustee Hanley brought this item up for discussion explaining that Dylan's made a request to the Village Board for approval to close South First Street during Heritage Fest for the purpose of a temporary outdoor area to stay open until 1:30 am on Friday and/or Saturday night.

Discussion was held regarding the requested closing hour, the safety of the patrons mixing with vehicular traffic, the street closure which would affect emergency response, the need to have extra personnel from the Police Department on hand as well as the affect the noise may have on the local residents.

Stan Hickrod and Kathy Dwyer (owners of Dylan's) explained their reasons for the request, but did acknowledge the fact that the 1:30 am closing would be problematical and that the closing of South First Street would not be practical with Heritage Fest. They would like to have a food booth and be able to sell alcohol at Heritage Fest next year.

Manager Cavallaro said space could be made available for Heritage Fest with an arrangement similar to the one with Emmett's'

B. Downtown Outdoor Dining Expansion

Trustee Hanley brought this item up for discussion referring to the feedback that was received regarding outdoor dining opportunities for the restaurants and businesses within the community which would be beneficial and helpful. Dylan's has expressed interest in expanding their business and having an outdoor dining area.

Manager Cavallaro said that the Board concurred in terms of reduction of the outdoor dining liquor license classification fee in order to encourage such activities.

Manager Cavallaro also said that the Village has a number of economic incentive programs and loan programs available by which Dylan's can consider and evaluate making application in order to complete improvements to their existing property and business in conjunction with the expansion of the outdoor dining area.

A predominant suggestion from Emmett's, Francesca's and Dylan's was that further changes in the street configuration or elimination of parking would not be beneficial to the downtown area, and that the Village should take a closer look at incorporating a larger existing street or parking area in order to utilize some of the existing public space around these establishments..

Discussion took place regarding outdoor dining along the Riverwalk, costs, widths of the sidewalks, the reduction in fee for outdoor dining liquor licenses, the improvements Dylan's wants to make to the outside of their building, the changes Dylan's wants to make to the business itself, including making it a restaurant with outside dining as well, façade loans, beverage taxes, working with IDOT on changing traffic flow and direction, a need to check on the standards for safety and the hours for these areas not to extend past 10:30 pm with dining privileges as their principle activity.

Manager Cavallaro said that staff continues to believe that expansion of the outdoor dining opportunities throughout the community and particularly within the downtown area, would be in the Village's long term best interests, however it should be made part of the overall consensus downtown plan and that there has to be a "buy-in" from the effected businesses in order to encourage these types of expansions.

C. First Quarter Financial Report

Director Danielson gave a synopsis of the First Quarter Financial Report, explaining that the numbers may change a little as he is working with non-audited numbers. He presented the Board with a listing of the Village's Cash/Investment balances as of July 31, 2012 along with a comparison of the change from July 31, 2011.

Director Danielson said that one of the most important issues that our Village continues to face (from a financial standpoint) is the overall strength of the retail sector and collection of sales tax

dollars. He reiterated that there is a loss of revenue from the closing of Best Buy which will be reflected beginning in September.

He said there was a decrease in the total General Fund revenues for the first three months of the fiscal year of \$83,517 from last year. He said the General Fund expenditures for the first quarter should a decrease of \$39,144. He reiterated that inflation remains minimal and the Village's overall revenue stream is stable.

Director Danielson said that in regard to Water & Sewer billings, it should be noted that the cash/investment balance of this fund continues to remain negative, which he doesn't foresee changing until significant development and tap-on fees are again generated. He did say that this fund needs to be continually monitored and that it will take several years to eradicate the negative cash balance that has accumulated over the past several years. He did say that it does appear that total pumpage for the year will be greater than last year due to the drought conditions we have been experiencing this summer.

Director Danielson explained that over the past year, there has been a further decline in the interest rate environment, however there has been an increase in interest rates collections for Funds 1, 4, and 5 for the 2012/13 fiscal year to date. He said the increase can be attributed to a larger investment portfolio that is currently in place.

Discussion was held regarding the loan from First American Bank as well as the CD's which are coming due from September through November and whether it is in the best financial interest to not reinvest these funds, as interest rates are so low, but to pay down the loan from First American.

Direction from the Board was given not to reinvest the CD's as they become due, but to use the proceeds from them to pay down the loan.

Director Danielson said the auditors are coming back in late August and that he should have a final report for the second meeting in September.

D. Strategic Planning Implementation Discussion

Village President Keller brought this to the Board for discussion which he said contains a compilation of ranking for the goals, which have actions that the Village can take in order to pursue, implement and achieve these objectives.

Manager Cavallaro said the Board should look at the implementation recommendations for each of these 10 goals, and add/delete and or agree to an implementation strategy for the Village to strive to achieve this year for these 10 priorities.

Goal 1 – Focus our energy and attention on attainable, achievable, accountable goals that the Village can control/complete.

Goal 2 – Maintain fiscal responsibility and caution in all we do-stabilize fiscal position.

Discussion was held and it was decided to remove the work “retailer” from number 3 to read:”Continue to evaluate the impact of potential additions and subtractions to commercial tax base.”

Number 7 was changed to read: “add a preliminary budget discussion in conjunction with the tax levy discussion.

Manager Cavallaro wants the Board to be fully vested in the budget process.

Director Danielson said that the tax levy is the most important document the Village passes, and that it has been kept at the same level for the past three years, which does make the budget more limited because of this. He said that a discussion can be held at the second quarter to see what direction the organization wants to go in the following year.

Manager Cavallaro said the discussion will be held prior to December to have Board input.

Goal 3 – Continue to evaluate and make policy decisions to assure stable and predictable revenue sources. There were no changes to the five (5) recommendations for implementation.

Goal 4 – Revisit Village informal Capital Improvement Plan (CIP)/create a formal 5-year rolling CIP for annual review and implementation. Maximize money for related improvements and integrate engineered improvements.

Changes were made to number 1 to read: “Continue to completion discussions with the Board regarding ongoing identification of revenue sources to fund capital improvements.” The other change was to number 3 to read: “Finalize discussion and plans regarding funding for the CIP before fiscal year’s end.”

Added to this goal were the items listed under goals 8 and 9 which was then eliminated. These goals are:

1. Allocate more funds to rehabilitate existing fleet and extend life span as much as practical. Increase maintenance obligations and prioritize equipment replacement based upon public safety, employee safety and community needs.

After a brief discussion, it was decided to switch goal 5 with goal 6 as goal 6 needs to be accomplished before goal 5 can proceed. Both of these goals concern developing a comprehensive downtown redevelopment plan and then implementing it.

Goal 5 –Develop a comprehensive downtown redevelopment plan, including parking, uses, design, etc. cultural elements, riverbank stabilization and implement/integrate Fox River riverfront into our downtown plan, including public spaces.

Goal 6 – Implement our eventual “consensus” downtown plan.

Goal 7 – Clarify and better formalize our Economic Development Strategy/Plan.

Discussion was held on number 12 of this goal and it was decided to read: “continue to work with OPUS to support efforts to attract users to corporate park. Encourage infrastructure investments to all for such expansions and to look at employment and increase the tax base.”

It was also decided to incorporate number 6 from goal 10 into this specific goal which is to consider incorporating US Building Council LEED (Leadership in Energy and Environment Design) Green Building Design into our local codes.

Goals 8 and 9 – These were eliminated as they were integrated into Goal 4.

Goal 10 – This goal was left the way it is which includes developing and implementing a “Green Plan” on what the Village can do environmentally and what could be accomplished regarding wastewater, bio fuels, water, fleet buildings, etc. Green LEEDS for Village buildings.

IX. EXECUTIVE SESSION: There was none.

X. MISCELLANEOUS:

There was a brief discussion on the proposed Performing Arts Center, which will be on next week’s agenda.

Trustee Gillam said she went to the Tartans Crossings Appreciation Day, June 11th and said it was well supported and thanked the members of the Police and Fire Departments who competed in the pie eating contest.

XI. ADJOURNMENT:

MOTION: Moved by Trustee Osth and seconded by Trustee Voss to adjourn the Committee of the Whole Meeting. Motion passed unanimously upon voice vote.

The Committee of the Whole Meeting adjourned at 10:16 pm.

ATTEST:

Barbara Traver
Village Clerk

Larry Keller
Village President