

REGULAR BOARD MEETING
Village Hall, 102 South Second Street

August 7, 2017-7:30 pm
Village of West Dundee

I. CALL TO ORDER:

President Nelson called the Regular Board Meeting to order at 7:34 pm.

II. ROLL CALL:

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

Also present were Village Manager Cavallaro, Attorney Orr, Community Development Director Scott, Finance Director Danielson and eight (8) people in the audience.

III. PLEDGE OF ALLEGIANCE:

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

IV. APPROVAL OF AGENDA:

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

V. VILLAGE PRESIDENT'S REPORT:

President Nelson introduced Cheryl Alopogianis who has been nominated for appointment to fill a vacancy on the Appearance Review Commission.

MOTION: Moved by Trustee Hanley and seconded by Trustee Yuscka to confirm the appointment of Ms. Cheryl Alopogianis to the Appearance Review Commission. Upon roll call motion was approved.

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

NAYS: None

President Nelson introduced Melissa Hernandez, Executive Director for the Northern Kane County Chamber.

Ms. Hernandez updated the Board on the activities of the Chamber, thanked Director Scott and Trustee Kembitzky for their help with Fest on the Fox and briefed the Board on the Chamber's new smart phone app.

She also announced the Annual Community Service Award event which will be held November 15, 2017 and asked for nominations for that event.

VI. REPORTS AND QUESTIONS FROM TRUSTEES AND WORKING GROUPS:

Trustee Kembitzky asked about the Ford Explorers which are used by the Police Department, in regards to a recent recall for emission problems. Manager Cavallaro said the cars are regularly maintained. He will speak with Chief Wieteska and address this issue on a future Managers report.

Trustee Wilbrandt said the first meeting of the Pump House Committee was held prior to the Board meeting and discussion was held regarding concepts, designs and locations. He said they would be meeting every other month.

Trustee Price said he is forming a committee for the Intelligentsia Cup bike race event and will get together with volunteer coordinator Michael Dewey to discuss this.

VII. VILLAGE STAFF REPORTS: They were none other than the items on the Agenda.

VIII. QUESTIONS FROM THE AUDIENCE:

A. Items on the Agenda: None

B. Items Not on the Agenda:

Mr. & Mrs. Taylor of 504 Lisa Road addressed the Board on water retention and drainage on their property from the home next door, as well as water which flows off the neighbor's driveway into their yard. They also expressed concern regarding broken windows which leave glass on their property from the neighbor's home. Mr. Taylor said the windows break, because of a problem with the construction of the windows.

Staff will look into this situation and keep the Board posted on this matter.

IX. CONSENT AGENDA:

- A. Ratification of Debit Purchases: July 2017
- B. Approval of Bill List: August 7, 2017
- C. Approval of Minutes: July 10, 2017 Regular Board Meeting
- D. Approval of Minutes: July 24, 2017 Regular Board Meeting
- E. Consideration of Permit Extensions

Trustee Kembitzky asked to have Item E removed from the Consent Agenda and placed under New Business.

MOTION: Moved by Trustee Hanley and seconded by Trustee Kembitzky to approve the Consent Agenda Items A through D. Motion passed unanimously by voice vote.

X. NEW BUSINESS:

A. Community Event-West Dundee Halloween Party

Michael Dewey said that the layout and activities are consistent with previous years, but the committee is desirous of expanding "trunk or treat". Mr. Dan O'Leary will be working with the committee to contact businesses to enlist their participation. If successful, the event may need a little more room to accommodate this part of the event.

MOTION: Moved by Trustee Hanley and seconded by Trustee Price to authorize the use of Grafelman Park, and specified Village streets for the annual West Dundee Halloween Party on Saturday, October 21, 2017, as well as staff assistance, liability insurance and a financial contribution of \$2,200 to support the event. Upon roll call, motion was approved.

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

NAYS: None

B. 1st Quarter Financial Report – FY18

Director Danielson submitted the Village's 1st Quarter Financial Report for the period ending July 31, 2017. He noted that the field work for the 2016/2017 CAFR has been completed and he expects to have the first draft of the report by the end of August. He further noted that the financial information pertaining to the Police and Fire Pension Funds has been submitted to the Village's actuary for his analysis and these estimates for the 2018 tax levy should be provided within the next 30 days.

Director Danielson cautioned the Board that at the three month juncture any projections for the fiscal year are too soon to make. He did report, however, that due to the upfront payment of tap-on-fees from Continental properties for the Springs at Canterfield apartment complex has greatly assisted the Water and Sewer Fund. The Funds cash position as of July 31, 2017 is now \$(569,439), and improvement of an improvement of almost \$900,000 from one year previously.

Within the General Fund, sales taxes are lagging slightly behind the budgeted numbers but are running slightly ahead of last year's figures. He stated on a positive note that the State of Illinois finalization of their budget now allows municipalities to know with certainty the distribution formulas for State shared revenues.

A conversation ensued regarding the accounting for one-time development revenue and it was recommended that for future reporting purposes, as no revenues are included in the budget, that this revenue source be subtracted from the bottom line in order to get a more accurate reflection of our financial position.

In conclusion, Director Danielson said that proactive measures taken over the past several years continue to be evident and the Village's fiscal health remains stable. He said there will be continued careful monitoring of expenses by all Departments.

C. Consideration of Permit Extensions

Trustee Wilbrandt recused himself from the discussion.

Trustee Kembitzky presented this item to the Board for discussion for the consideration of recommending building permit extensions. She strongly advised that the fee schedule needs to be overhauled. She questioned the fees, how the fee amounts are scheduled and the granting of extensions.

After a brief discussion, Manager Cavallaro said there will be a discussion on the fees, schedules and permit extensions at a September Board Meeting.

MOTION: Moved by Trustee Hanley and seconded by Trustee Price to approve permit extensions as specified. Upon roll call, motion was approved.

AYES: Trustees Hanley, Yuscka, Anderley and Price

NAYS: Trustee Kembitzky

RECUSED: Trustee Wilbrandt

XI. EXECUTIVE SESSION:

MOTION: Moved by Trustee Hanley and seconded by Trustee Price to recess to Executive Session for the purpose of discussing Section 2(c) (11) of the Open Meetings Act, regarding litigation. Upon roll call, motion was approved.

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

The Regular Board Meeting recessed at 8:22 pm.

The Regular Board Meeting resumed at 8:33 pm.

XII. MISCELLANEOUS/ FUTURE AGENDA ITEMS

A brief discussion was held regarding the building in East Dundee which has 10 apartments on the upper level and an area for restaurants/retail on the lower level, and on the future plans for certain properties in West Dundee.

Discussion on Permits and Permit Fees will be presented for a September Board Meeting.

XV. ADJOURNMENT:

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

The Regular Board Meeting adjourned at 8:40 pm.

ATTEST:

Barbara Traver
Village Clerk

Christopher Nelson
Village President

EXECUTIVE SESSION
Village Hall, 102 S. Second Street

Monday, August 7, 2017
Village of West Dundee

President Nelson called the Executive Session to order at 8:23 pm for the purpose of discussing litigation.

Present were Village President Nelson, Trustees Anderley, Wilbrandt, Kembitzky, Price, Hanley and Yuscka. Also present were Village Manager Cavallaro, Attorney Orr, Attorney Regan, Finance Director Danielson and Community Development Director Scott.

MOTION: Moved by Trustee Anderley and seconded by Trustee Wilbrandt to adjourn the Executive Session. Upon roll call, motion was approved.

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

NAYS: None

The Executive Session adjourned at 8:33 pm.

ATTEST:

Barbara Traver
Village Clerk

Christopher Nelson
Village President