

REGULAR BOARD MEETING
Village Hall, 102 South Second Street

October 7, 2013 - 7:30 pm
Village of West Dundee

I. CALL TO ORDER:

President Nelson called the Regular Board Meeting to order at 7:30 pm.

II. ROLL CALL:

Present were Village President Christopher Nelson, Trustees Billy Pflanz, Dan Wilbrandt, Michelle Kembitzky, Tom Price, Pat Hanley and Andy Yuscka.

Also present were Village Manager Joseph Cavallaro, Community Development Director Cathleen Tymoszenko, Finance Director David Danielson, Police Chief Andrew Wieteska, Fire Chief Randy Freise, Public Works Director Rich Babica, Village Attorney John Brechin and eleven (11) persons in the audience.

III. PLEDGE OF ALLEGIENCE:

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

IV. APPROVAL OF AGENDA:

MOTION: Moved by Trustee Price and seconded by Trustee Kembitzky to approve the agenda as presented. Motion was approved unanimously by voice vote.

V. VILLAGE PRESIDENT'S REPORT:

President Nelson read a Proclamation for Fire Prevention Week, October 6 -12. Chief Freise invited the Board and those in attendance to a Fire Safety Day event at Spring Hill Mall on October 12, where area departments will display fire apparatus and provide demonstrations.

VI. REPORTS AND QUESTIONS FROM TRUSTEES:

Trustee Kembitzky commented that the October 5, 2013 Strategic Planning Session provided a reaffirmation of priorities and generated some good ideas.

VII. VILLAGE STAFF REPORTS:

Director Babica advised that IDOT will complete Phase I within the week and will begin Phase II, which will shift the work and lane closures to eastbound Route 72 and southbound Route 31.

He added that leaf collection is scheduled to begin throughout the community on October 14.

VIII. QUESTIONS FROM THE AUDIENCE:

Jill Harris, 850 Royal Lane, and Michael Dewey, 411 Oregon Avenue, provided an update on the West Dundee Halloween Party, scheduled for October 26. They provided an overview of activities and presented an updated budget that incorporates donations received. Monetary donations will be used in part to improve event publicity with large reusable signs. Projected attendance is 500+ based on previous years.

IX. CONSENT AGENDA:

- A. Approval of Bills: October 7, 2013
- B. Ratification of Debit Purchases: September 2013
- C. Approval of Minutes: September 23, 2013 Regular Board Meeting
- D. I.G.A. Kane County-Information Sharing
- E. Dundee Township Park District - 2014 Concerts & Movies in the Park

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

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

NAYS: None

X. RESOLUTIONS AND ORDINANCES:

A. An Ordinance Granting Sign Exception Brokerocity (Trustee Price)

Trustee Price stated that the sign variance request has been recommended by the Appearance Review Commission and stated his support of this approval. Director Tymoszenko added that creative signage in the historic district is encouraged and that the ARC felt that the proposed sign is a nice amenity for the building.

MOTION: Moved by Trustee Price and seconded by Trustee Wilbrandt to approve an ordinance granting an exception from the West Dundee sign ordinance for property located at 601 W. Main Street (Brokerocity Real Estate). Upon roll call, motion was approved unanimously.

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

NAYS: None

B. An Ordinance Adding Video Gaming Signage Provisions (Trustee Kembitzky)

Trustee Kembitzky advised that the recommended ordinance will restrict permanent signage regarding video gaming, while allowing for temporary window signage. President Nelson added that the ordinance is being presented due to sensitivity toward gaming in the community and to address signage that can become overwhelming.

Discussion was held regarding the percentage of window coverage that is allowed for temporary signage. Director Tymoszenko advised that 50% of window frontage may currently be used for temporary signage. The proposed ordinance would provide for a maximum of 9 square feet per commercial frontage to be used to advertise video gaming. Daily temporary signs (a-frames) would not be permitted to advertise video gaming.

President Nelson invited video gaming license petitioner, Randy Errington of Bikini Bottom Bar & Grill, to comment. Mr. Errington stated that he felt the restrictions would not provide the visibility desired to drive new customers into his establishment and would like to see gaming references allowed on daily temporary signs as well.

MOTION: Moved by Trustee Kembitzky and seconded by Trustee Yuscka to approve an Ordinance Amending Section 6-1-18 of the Municipal Code of the Village of West Dundee, Illinois, Adding Video Gaming Provisions. Upon roll call, motion was approved unanimously.

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

XI. UNFINISHED BUSINESS:

A. Homes for a Changing Region Draft Recommendation Discussion (Trustee Price)

Trustee Price provided an overview of the process that has been undertaken, including the initial Board presentation, public workshop and online survey.

Jonathan Burch from Chicago Metropolitan Planning Agency and Nancy Firfer from Metropolitan Planning Council explained that this evening they are seeking feedback from the Board regarding the results and recommendations as prepared thus far. Next steps include subregional recommendations, review of the draft plan and the ultimate presentation of the completed plan in January.

General demographic information was presented, as well as expectations for future housing demands, taking into account the ages of the current population come 2040. Comparisons were provided regarding future housing demand versus current housing stock and housing development opportunity based on current zoning, in terms of both owned and rental housing. The results of the public feedback exercises were reviewed, including a preference for a mix of housing options and strong interest in the context of development specific to its location.

The draft recommendations of the project team were provided and feedback requested from the Board. Discussion was held regarding a recommendation to eliminate the minimum living area requirement from the zoning code for new developments to provide more flexibility in future housing stock. Mr. Burch noted that other protections such as setback requirements, height and lot coverage will continue to protect the character of neighborhoods.

Feedback provided by the Board will be incorporated into the final report. The next step is a subregional meeting with partner communities (Carpentersville, Elgin and East Dundee).

B. Rejection of Proposals- 2013 Pavement Patching Program (Trustee Yuscka)

Trustee Yuscka advised that proposals received previously were more than double the budgeted amount, and the latest proposals were even higher. Director Babica advised that prevailing wage is a major factor in the pricing received. He added that West Dundee's program is too small to attract competitive bidders and suggested that a doubling of the program, scheduled for every other year, may improve unit prices.

President Nelson inquired whether bidding could be done with neighboring municipalities. Director Babica advised that specifications must be compatible for this to occur. It was suggested that the Village may be able to participate in combined bidding opportunities through the Northwest Municipal Conference.

MOTION: Moved by Trustee Yuscka and seconded by Trustee Hanley to reject all proposals received for the Revised 2013 Pavement Patching Program. Upon roll call, motion was approved unanimously.

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

C. Approval- 2013 Parkway Tree Replacement Program (Trustee Yuscka)

Trustee Yuscka noted that the overall unit price per tree has increased to \$222 for 2013. The unit price for 2012 was \$165. The current budget for the program is \$36,000.

Director Babica explained that tree stock purchase and installation were bid separately in an effort to improve pricing and flexibility. The Village has opted to self-warranty the trees to further lower the cost, which has been beneficial in the past (only 4 trees lost from 2012 program).

Director Babica advised that homeowners will be provided the opportunity to participate in cost sharing to increase the size of the tree to be planted. A portion of the tree stock purchased will be retained for homeowners lower on the waiting list who are interested in participating in the 50/50 program to ensure a replacement this season. Tree selections will be provided on a first-come, first-served basis to those addresses at the top of the waiting list, with a limit of one tree to be replaced per address.

MOTION: Moved by Trustee Yuscka and seconded by Trustee Kembitzky to approve the purchase and installation of parkway trees per the following: with Dundee Landscape Nursery of Hampshire, IL in the amount of \$16,965; Goodmark Nurseries of Wonder Lake, IL in the amount of \$7,815; Wilson Nurseries of Hampshire, IL in the amount of \$6,725; and Ohana Farms of Marengo, IL in the amount of \$3,485 to complete the 2013 Tree Replacement Program. Upon roll call, motion was approved unanimously.

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

NAYS: None

XII. NEW BUSINESS:

President Nelson recommended to take Item B first to accommodate the petitioner.

B. Video Gaming License - Bikini Bottom Bar & Grill (Trustee Kembitzky)

Trustee Kembitzky noted that Bikini Bottom Bar & Grill has requested a Video Gaming License, approval of which has been recommended by the Local Liquor Control Commission.

MOTION: Moved by Trustee Kembitzky and seconded by Trustee Hanley to approve the issuance of a video gaming license to Bikini Bottom Bar & Grill, Inc for the establishment at 105-107 W Main Street for four (4) gaming terminals. Upon roll call, motion was approved unanimously.

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

NAYS: None

A. FY2012/13 Comprehensive Annual Financial Report (CAFR) Presentation (Trustee Kembitzky)

Director Danielson introduced Michael VanAsdall of Selden Fox, principle auditor, with whom the Village has worked for many years.

Mr. VanAsdall reviewed the format of the audit report, which follows GASB standards. He stepped through the various sections of the audit report, explaining the purpose of each. Two new GASB standards were discussed and explained.

Director Danielson discussed what the report means to the Village as a snapshot as of April 30, 2013, noting that Village finances continue to move in a positive direction. He noted several key areas of interest, including improvement in investment and debt balances, increased revenues and decreased expenditures in the General Fund and other funds, noting specific factors that influenced these improvements. He noted that the First American Bank loan was paid off in FY2013. He also directed the Board's attention to a 10 year statistical overview at the back of the audit report.

Mr. VanAsdall went over the content and purpose of the Representation Letter and Internal Control Letter.

Trustee Kembitzky inquired about the audit process. Mr. VanAsdall advised that a very thorough and substantive audit is conducted, adding that the revenues are largely confirmable and significant testing is performed on expenditures, such as payroll vouching. Manager Cavallaro added that almost all expenditures are approved by the Board with the exception of payroll, and that quarterly financial reports add another layer of Board review. Trustee Kembitzky inquired about controls over liquid assets such as cash and investments. Mr. VanAsdall advised that he confirmed bank balances and every investment fund is scheduled out.

Trustee Kembitzky asked to wait until the next scheduled Board meeting to formally accept the audit, to provide the Board additional time to digest its contents and ask any questions.

C. Police Department Security System (Trustee Wilbrandt)

Trustee Wilbrandt advised that the needs of the Police Department are not being met with the current security and surveillance system. \$50,000 has been included in this year's budget for this capital improvement.

Chief Wieteska recommended that Stage 1 be completed at this time, which would update Public Safety Center #1 at a cost of \$52,800. Stage 2 should be undertaken in a future budget year to update and integrate the other Village facilities.

The proposed system has been reviewed by IT and found to be compatible with existing infrastructure. Installation would begin immediately following Board approval.

MOTION: Moved by Trustee Wilbrandt and seconded by Trustee Yuscka to authorize the purchase and installation of the recommended security system for Public Safety Center #1 at a cost not to exceed \$52,800. Upon roll call, motion was approved unanimously.

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

XIII. EXECUTIVE SESSION:

MOTION: Moved by Trustee Pflanz and seconded by Trustee Price to recess to Executive Session for the purpose of discussing Section 2(c)(5) of Open Meetings Act: Land Acquisition.

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

The Regular Board Meeting resumed at 10:12 pm.

MOTION: Moved by Trustee Pflanz and seconded by Trustee Kembitzky to authorize an expenditure not to exceed \$3,000 to reimburse the current property owner for a formal appraisal of the property located at 98 W. Main Street, contingent upon completion of the appraisal within 60 days and submittal of a completed appraisal report to the Village.

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

NAYS: None

XIV. MISCELLANEOUS:

President Nelson requested that the Board revisit the concept of expanding liquor privileges to accommodate new businesses whose primary focus is video gaming. This item will be presented for discussion in November.

President Nelson recommended that the Village consider membership in the Northwest Municipal Conference as part of FY2015 discussions. He stated that it is a larger organization than the Metro West Council of Governments and may offer additional benefits such as bulk purchasing.

President Nelson asked that any Trustee interested in serving on the Community Service Award Committee reach out to him in the coming week.

XV. ADJOURNMENT:

MOTION: Moved by Trustee Pflanz and seconded by Trustee Hanley to adjourn the Regular Board Meeting. Motion passed unanimously by voice vote.

The Regular Board Meeting adjourned at 10:23 pm.

ATTEST:

Kim Tibbetts
Deputy Village Clerk

Christopher Nelson
Village President

EXECUTIVE SESSION
Village Hall, 102 S. Second Street

October 7, 2013
Village of West Dundee

President Nelson called the Executive Session to order at 10:01 pm for the purpose of discussing Section 2(c)(5) of Open Meetings Act: Land Acquisition.

Present were Village President Christopher Nelson, Trustees Billy Pflanz, Dan Wilbrandt, Michelle Kembitzky, Tom Price, Pat Hanley and Andy Yuscka. Also present were Village Manager Joseph Cavallaro and Village Attorney Brechin.

Discussion took place regarding potential acquisition of a specific parcel located in West Dundee.

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

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

NAYS: None

The Executive Session adjourned at 10:12 pm.

ATTEST:

Kim Tibbetts
Deputy Village Clerk

Christopher Nelson
Village President