

REGULAR BOARD MEETING
Village Hall, 102 South Second Street

March 2, 2015, 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 Pflanz, Wilbrandt and Kembitzky. Trustees Price, Hanley and Yuscka were absent.

Also present were Village Manager Cavallaro, Finance Director Danielson, Fire Chief Freise, Police Chief Wieteska, Public Works Director Babcock, Village Attorney Brechin and nine (9) persons in the audience.

III. PLEDGE OF ALLEGIENCE:

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

IV. APPROVAL OF AGENDA:

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

V. VILLAGE PRESIDENT'S REPORT:

President Nelson thanked the West Dundee Fire Department for their quick response to a heart attack victim. He said he received an e-mail from Marlene Wenzel commending the department for their action which saved her life.

VI. REPORTS AND QUESTIONS FROM TRUSTEES: None

VII. VILLAGE STAFF REPORTS:

Manager Cavallaro said his Manager's Report will go out this week.

VIII. QUESTIONS FROM THE AUDIENCE: There were none.

IX. CONSENT AGENDA:

- A. Approval of Bill List: March 2, 2015
- B. Approval of Minutes: February 16, 2015 Regular Board Meeting
- C. Approval of Minutes: February 19, 2015 Special Board Meeting
- D. Approval 2015 Carrington Reserve Maintenance Proposal

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

AYES: Trustees Pflanz, Wilbrandt, Kembitzky and Village President Nelson

NAYS: None

ABSENT: Trustees Price, Hanley and Yuscka

Trustee Hanley arrived at 7:36 pm.

X. NEW BUSINESS:

A. Baxter & Woodman Professional Services Agreement – Water System – Booster Station Additions

Manager Cavallaro presented this item to the Board. He said subsequent to the violation from the IEPA, a formal corrective action plan or compliance commitment agreement needs to be submitted.

Manager Cavallaro said that staff believes the most appropriate and logical way to illustrate corrective action to the IEPA, and which makes the most sense for the organization and community, is to propose engineering design and changes to the water system in terms of facilitating inter connects from the high zone to the medium zone and from the medium zone to the low zone. He said the purpose of this would be to illustrate to the IEPA our facilitating a back-up plan to be put in place to avoid this situation occurring again.

He said that by doing this, it would allow for 2 back up plans. The first would allow the Randall Road Water Treatment Plant to serve the low zone and the secondly this would allow the inter connect from Carpentersville to also serve the low zone.

He presented a proposal in the amount of \$9800 from Baxter & Woodman for a professional services agreement to provide for the necessary engineering work to facilitate both the design and construction plans and assistance with bidding for this alternative.

MOTION: Moved by Trustee Pflanz and seconded by Trustee Kembitzky to authorize a Professional Services Agreement between the Village of West Dundee and Baxter & Woodman for Water System-Booster Station Additions as identified in the scope of services letter dated February 25, 2015 in an amount not to exceed \$9800. Upon roll call, motion was approved.

AYES: Trustees Pflanz, Wilbrandt, Kembitzky and Hanley

NAYS: None

ABSENT: Trustees Price and Yuscka

B. Overview of Cartegraph Operation Management System

Mike Spiro and Pat Gonyon, Information Technology, presented an overview of the Cartegraph OMS. Mr. Spiro said that the Village of West Dundee recently implemented Cartegraph OMS for managing Village infrastructure commodities such a Water/Sewer/Storm system components, Signs, Lights and Trees. He said the plan for OMS is to utilize it across the entire consolidated IT region for East and West Dundee and Sleepy Hollow/Rutland.

Ms. Gonyon said this system allows the Village to track resources, maintain assets, take in requests and manage workflow associated with the public works activities. She also said that it allows Village residents to submit issues/requests online and informs the submitter when the task has been completed.

A brief discussion took place regarding if reports can be run (yes), how requests work, how requests and costs are tracked and the tracking of cost maintenance of assets.

Ms. Gonyon gave a video demonstration of how the system works.

C. Initial FY 2015/16 Budget Presentation

Manager Cavallaro opened the discussion by saying that the 2015/16 budget is a balanced budget, realistic in projections and implements the policies and procedures approved by the Board. He said it tries to fund the increasing maintenance obligations of the Village and meets all the statutory guidelines for the Budget Officer Act.

Finance Director Danielson highlighted the General Fund Revenues including the property tax levy reflects the increase to \$3,629,000 which are specifically attributed to the Village's full funding of Police and Fire Pension obligations and sales tax which is being projected as flat due to the economic conditions.

Director Danielson said slightly higher revenues are being projected for this year's Income Tax and State Use Tax. He said the Motor Fuel Tax projections re down due to increased fuel economy with less fuel being purchased.

He said that as in previous years, the Village is transferring a certain portion of the Community Development Fund monies received back to the General Fund to assist in funding operations. The amount transferred will be \$545,000.

Director Danielson covered Building Permits, Court Fines, Hotel/Motel Tax, Rental Property, Food & Beverage Tax, Computer Support Contracts and the transfer of \$500,000 from the General Fund to Capital Projects Fund.

Director Danielson said that the 2015/16 General Fund budget shows an increase in the overall operational expenses over last year's budget. He said the proposed budget provides for an increase for personnel costs in the form of an economic adjustment of 2% to the salary ranges for all employees. He said the budget proposes no new positions, either full-time or part-time, nor any reductions in positions.

Manager Cavallaro spoke to the Legislative Department of the Budget. He said there were no significant changes.

Under the Administrative/Finance Department's budget, Manager Cavallaro discussed personnel costs including necessary computer replacements or upgrades for the entire organization as well as a \$15,000 proposed expenditure to upgrade the Finance software. This budget also includes funds to do the Newsletter in a mailing format.

Manager Cavallaro said a new Public Works Director has been hired and the Village is in the process of recruiting and hiring a new Community Development Director, both under the 2014/15 fiscal year.

In answer to Trustee Kemitzky's questions, on salary adjustments, Director Danielson said they are done on May 1st and what is included in the travel budget (car allowances, which are a flat amount).

Under the Legal Department, Manager Cavallaro said a proposal of an adjustment in the hourly billing rate for the Village attorney is included, which will bring it in line with area municipalities and other Village attorneys.

Police Chief Wieteska presented the Police Department Budget which he said is a no frills budget coming in at \$3.36 million. He said the reduction in the budget is due to the retirement of the

Police Lieutenant and one senior officer who left to work in another municipality. He there has been good control of overtime expenses. He also said the Patrol Division provides uniform patrol 24 hours a day and has (1) Lieutenant (currently funded but not filled), 4 Sergeants, 10 full time Patrol Officers (1 position is funded but not filled) and 3 part-time Patrol Officers on two 12 hour patrol shifts.

Chief Wieteska said there is an increase in Personal Benefits due to the increase in Pension benefits. He said the increase in Operating Expenditures is due to an increase from Quad Com due to volume of calls. In answer to Trustee Kembitzky's question, the fees for Quad Com are based on 75% for volume of calls and 25% from all Departments who participate in the Quad Com network.

Chief Wieteska said objectives for 2015/2016, are to continue to look for grant funding for body cameras, install a modern interview recording system in order to comply with Illinois law as it relates to recorded interviews associated with major crimes, and to increase the community outreach efforts by implementing two new programs; Coffee with a Cop Program and Dog Walker Neighborhood Watch Program.

Fire Chief Freise presented the Fire Department Budget by giving an overview of the accomplishments for the 2014/2015 fiscal year. Some of these accomplishments were: the department responded to 1204 requests for emergency services, there was no major fire loss in West Dundee this year, and reduced daily manning from 6 to 5, which saved over \$100,000.

Chief Freise said some of the goals for fiscal year 2015/16 include completing of the Consolidation Study with ESCI and determine areas of consolidation/enhanced cooperation, complete the ISO review, complete the 2nd Union Contract, purchase and place in service new Self-Contained Breathing Apparatus and to inspect all commercial businesses within the Village.

Chief Freise said under expenditures, he is projecting \$65,000 for overtime, an increase in the Village's contribution to the Firefighter's Pension and for emergency dispatch services provided to the department by Quad Com.

Manager Cavallaro presented the Community Development budget which he said is a status quo budget from last year. He pointed out an increase in the part-time line item, along with a prioritization of code enforcement in the coming year.

Manager Cavallaro said that the Village will continue to implement the strategies and plans for economic development and are looking forward to the completion of the Downtown Plan and its implementation, as well as the prospect of working on the redevelopment and revamp of Spring Hill Mall.

He said that the Village is in the process of recruiting for a new Community Development Director and hope to have him/her onboard within 60 days. He also said Mr. Michael Kelley has been hired as the Chief Building Official.

Trustee Price arrived at 9:10 pm.

Manager Cavallaro presented the Public Works Budget and introduced the new Public Works Director Eric Babcock, who started today. Manager Cavallaro said the budget is consistent with last years. He said challenges to the Streets and Underground Division will include the eighth year of increasing financial demands placed upon the resources of the Department such as rising fuel, electrical and material costs and continued demands to provide many of the services that had

previously been supplied by contractors. He said Staff will be required to implement new storm water/run off pollution control standards from the IEPA.

Manager Cavallaro gave an overview of the accomplishments and the goals for the Building and Grounds department including active participation in a number of maintenance projects, including trimming/removal and stump grinding of parkway trees, landscape maintenance, facility repairs and mowing.

The remainder of the 2015/2016 budget will be presented at the March 16, 2015 Regular Board Meeting.

A Public Hearing is scheduled for the first meeting in April.

XI. EXECUTIVE SESSION:

A. Section 2(c) (5) of the IL Open Meetings Act: Land Acquisition

MOTION: Moved by Trustee Wilbrandt and seconded by Trustee Pflanz to recess to Executive Session for the purpose of discussing Land Acquisition pursuant to Section 2(c)(5) of the Open Meetings Act. Upon roll call, motion was approved unanimously.

The Regular Board Meeting was recessed at 9:19 pm. The Regular Board Meeting resumed at 9:50 pm.

XII. MISCELLANEOUS:

It was noted that East Dundee Trustee Michael Ruffulo had passed away.

XIII. ADJOURNMENT:

MOTION: Moved by Trustee Kembitzky and seconded by Trustee Wilbrandt to adjourn the Regular Board Meeting. Motion was unanimous.

The Regular Board meeting adjourned at 9:51 pm.

ATTEST:

Barbara Traver
Village Clerk

Christopher Nelson
Village President

EXECUTIVE SESSION
Village Hall, 102 S. Second Street

March 2, 2015
Village of West Dundee

President Nelson called the Executive Session to order at 9:20 pm for the purpose of discussing Land Acquisition pursuant to Section 2(c)(5) of the Open Meetings Act..

Present were President Nelson, Trustees Pflanz, Wilbrandt, Kembitzky, Price, Hanley and Yuscka. Also present were Village Manager Cavallaro, Village Attorney Brechin and Finance Director Danielson.

Discussion was held regarding potential acquisition of specific property within downtown West Dundee.

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

The Executive Session adjourned at 9:50 pm.

ATTEST:

Barbara Traver
Village Clerk

Christopher Nelson
Village President