

REGULAR BOARD MEETING
Village Hall, 102 South Second Street

November 18, 2013 7:30 pm
Village of West Dundee

I. CALL TO ORDER:

President Nelson called the Regular Board Meeting to order at 7:35 pm.

II. ROLL CALL:

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

Also present were Village Manager Cavallaro, Village Attorney Brechin, Community Development Director Tymoszenko, Finance Director Danielson and four (4) people in the audience.

III. PLEDGE OF ALLEGIENCE:

Trustee Pflanz led the Board and the audience in the Pledge of Allegiance.

IV. APPROVAL OF AGENDA:

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

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

NAYS: None

V. VILLAGE PRESIDENT'S REPORT:

President Nelson read the Proclamation proclaiming December 2013 as National Drunk and Drugged Driving Prevention Month.

President Nelson thanked Staff for their hard work with the Food Drive.

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

VII. VILLAGE STAFF REPORTS:

Manager Cavallaro said the Local Liquor Commission met earlier this evening and recommended a Class C full liquor license to a new business, Fast & Easy Quick Mart, which will be located at Tartans Crossings.

Manager Cavallaro also told the Board that the Local Liquor Commission approved a Class B liquor license request which will be a transfer of an existing license from Romee Café to Blue Line Bar & Grill at 801 Weseman Drive.

Manager Cavallaro said there was some storm damage from the storm this weekend, about five or six trees were down. He said Public Works was picking up the downed limbs.

VIII. QUESTIONS FROM THE AUDIENCE: There were none.

IX. CONSENT AGENDA:

- A. Approval of Bill List: November 18, 2013
- B. Ratification of Debit Purchases: October 2013
- C. Approval of Minutes: November 4, 2013 Regular Board Meeting
- D. Ordinance Amending the Number of Liquor Licenses

MOTION: Moved by Trustee Yuscka and seconded by Trustee Pflanz to approve the Consent Agenda. Upon roll call, motion was unanimous.

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

NAYS: None

X. NEW BUSINESS

A. Six Month Financial Report

Director Danielson presented the six month financial report for the period ending October 31, 2013. He presented a listing of the cash/investment balances of the various operating funds of the Village in comparison to where the Village was at the same time last year. He gave a brief description of each of the funds, noting that a loan to First American Bank has been paid off and that the TIF for Union School is finished with that money being transferred to Fund 5.

He said sales taxes continue to have a negative impact on our overall sales tax with the closing of Best Buy in June 2012, noting that within the General Fund, sales tax collections are \$70,416 less than they were a year ago at this time. He did note that the critical months for sales tax receipts are November and December; however, the Village won't have those figures until late February or early March.

Director Danielson said that State Shared Revenues were estimated to be \$135.10 and the most recent estimate is that we will be receiving \$135.60 per capita.

He said that Building Permits are ticking up and are up approximately 30% from one year ago.

He concluded by saying that he is predicting a revenue shortfall of \$110,000 this year.

On the Expense side of the report he noted that legal expenses were up primarily due to legal expenses for problematic properties on Main Street. He said the Village has filed a lien on one of the properties and will recoup the lien amount when the property changes hands.

He said on the plus side, there will be an approximate reduction in the Community Development's expenses of \$60,000 due to personnel vacancies and one less person on the Village's health insurance plan.

A brief discussion regarding capital expenditures, deferred maintenance, the water and sewer fund, and the desire to keep the fund balance to the accepted standard.

B. Downtown Redevelopment – Requests for Proposals/Consulting Services

Trustee Price said that the development of a Downtown Revitalization Plan was identified as the number one top priority in the Strategic Planning Session.

Manager Cavallaro said the purpose of the proposal is to assist the Village in the development of a Master Plan strategy for the downtown area, with the intention of establishing the framework and general criteria for redevelopment of the area. He explained what the proposals should include, with a kick-off meeting with the consultant, an inventory and analysis of the existing conditions, market conditions and demographics that are influencing our downtown area, and an analysis of assets specific to the downtown area including parking, the riverfront and local amenities.

Manager Cavallaro said that as part of this proposal evaluation that a public input process be made to ensure the solicitation and input of opinions and ideas from downtown businesses and property owners, as well as the community itself.

Trustee Price gave a brief description of how the process works and said that a December 30th submittal deadline has been established for the proposals with interviews in late January or early February.

Manager Cavallaro said that after the first of the year, a small committee consisting of two elected officials, the Village President and Planning and Zoning Liaison, and both the Village Manager and Community Development Director be formed to review the proposals. After the review, he said the intention is to present two or three final firms to the full Board in order to allow a final decision on the firm's selection.

MOTION: Moved by Trustee Price and seconded by Trustee Pflanz to direct staff to issue an RFP for the Downtown Master Redevelopment Plan. Upon roll call, motion carried.

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

NAYS: None

C. Downtown Marketing Coordinator

Trustee Kembitzky brought this item to the Board for discussion, noting that the Village has been requested to participate jointly with the Village of East Dundee to share in the cost of a Downtown Marketing Coordinator staff position at a cost of approximately \$70,000 annually.

Manager Cavallaro said that the Village of East Dundee has recently enacted a business development district sales tax of an additional half-percent, which results in an additional half-percent sales tax on every transaction within this designated area, specifically downtown East Dundee.

A survey of the majority of the businesses in West Dundee do not see a need for a marketing coordinator at this time and even less support for participating in paying for these services through sales or property taxes.

Karen Blair has been selected for the position of downtown marketing coordinator and has been working with the Village of East Dundee for the last few weeks. She addressed the Board explaining that it is a simple concept to redevelop and grow as a community and that by partnering with East Dundee, we can create a synergy of businesses in both communities by pooling our benefits and marketing our assets.

President Nelson explained that he supports cooperation between municipalities, but doesn't feel this is supportable at this time due to the budget shortfall as a result of lost sales taxes.

A brief discussion was held with Trustees explaining that the Village needs to know what it wants in its downtown plan first, so there would be direction for the marketing coordinator along with the fact that the majority of the businesses polled aren't for it at this time.

MOTION: Moved by Trustee Kembitzky and seconded by Trustee Pflanz to recommend that an intergovernmental agreement with the Village of East Dundee for a Downtown Marketing Coordinator position should not be pursued at this time and that the Village review it in consideration of the RFP for a Downtown Redevelopment Master Plan. Upon roll call, motion carried.

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

NAYS: None

XI. MISCELLANEOUS

President Nelson suggested that the next mobile meeting of the Board be held at Spring Hill Mall with a brief tour of the facility. A suggestion was made to link in the Gateway Center with the tour. This could be done at the Committee of the Whole Board Meeting.

A brief discussion took place regarding small plate type gaming establishments, the expansion of liquor privileges to accommodate video gambling, the amount of income a municipality would gain (50% goes to the State, 45% split between the owner and vendor and 5 % goes to the municipality), the amount of time an establishment has a liquor license before applying for a video gaming license, who controls the issuance of a liquor license, the potential liability, what is appropriate for the community, if there is a negative impact on the quality of life and whether or not you want to support and encourage these types of businesses in town.

XII. ADJOURNMENT:

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

The Regular Board Meeting adjourned at 8:55 pm.

ATTEST:

Barbara Traver
Village Clerk

Christopher Nelson
Village President