

**REGULAR BOARD MEETING**  
**Village Hall, 102 S. Second Street**

**October 24, 2016, 7:30 pm**  
**Village of West Dundee**

**I. CALL TO ORDER:**

President Nelson called the Regular Board Meeting to order at 7:32 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 Timothy Scott, Police Chief Andrew Wieteska, Village Attorney John Brechin, and nine (9) people 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 Hanley and seconded by Trustee Yuscka to approve the agenda as presented. Motion passed unanimously by voice vote.

**V. VILLAGE PRESIDENT'S REPORT:**

President Nelson thanked the staff and residents for their excellent work with the Halloween Party.

**VI. REPORTS AND QUESTIONS FROM TRUSTEES AND WORKING GROUPS:**

Trustee Kembitzky commented on the phenomenal crowd for the Halloween Party. She said they also had three (3) hay wagons to take the participants for rides.

Trustee Pflanz suggested that next year for the Halloween Party that there be no parking signs on one side of the street to make it safer as it was very crowded with the hay wagons.

Manager Cavallaro said the committee will be at the next Board meeting soliciting input.

**VII. VILLAGE STAFF REPORTS:**

Manager Cavallaro said that fall leaf collection has begun and leaves will be picked up through the month of November.

Director Scott reported on the construction progress downtown, at Spring Hill Mall and at Oeheld.

## **VIII. QUESTIONS FROM THE AUDIENCE:**

Bonnie Yates commented that many community members who want to speak at Board meetings have not shown up because of the timing of the meetings, and that she had to give up a client to attend a Board Meeting.

Mrs. Yates also asked about snow removal for her property as she is in the downtown business area and she would greatly appreciate it.

Trustee Wilbrandt says service should be extended to the border of the district. He said the Village has snow blowers and 4 wheelers which it uses downtown.

Manager Cavallaro said he would put together a report with the information on what this would entail.

Jay Corriea, a resident of South First Street, asked about the plan for tree planting as he said JULIE has placed flags in his front yard, but has not seen a replacement tree.

President Nelson said Manager Cavallaro will confirm with Director Babcock on the status.

Manager Cavallaro explained the 50/50 tree replacement program which guaranteed a tree to be planted and said that whatever money is left, the Village will purchase trees. This year the Village will purchase 40 trees and they will be planted based on where the trees were removed.

## **IX. CONSENT AGENDA:**

- A. Ratification of Manual Checks: Halloween Party
- B. Approval of Bill List: October 24, 2016
- C. Approval of Minutes: October 10, 2016 Special Board Meeting
- D. 204 S. First St. – Approval of a Residential Façade Loan for the DeLaere Residence
- E. Daily Liquor Permits-St. Catherine Paint & Sip and Trivia Night
- F. Special Event & Daily Liquor Permit – LifeZone 360 Dundee Sports Bar Halloween Event
- G. Class C Liquor License – Dundee Supermarket (New Ownership)

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

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

**NAYS:** None

## **X. RESOLUTIONS AND ORDINANCES:**

- A. Ordinance Amending Municipal Code Sign Regulations Regarding the Limited Use of Electronic Signs on Rte. 72 Main Street East of Rte. 31**

Director Scott gave the background for this proposed text amendment to the Village's sign regulations. He said it was prompted by First American Banks's petition to have an electronic message board at their location at 218 West Main Street to compete with the changing nature of retail banking. He said this change would affect the areas from the Fox River to Route 31 with

properties having at least 180 linear feet fronting Route 72 and business zoning. It affects two properties, First American Bank and U.S. Bank.

Director Scott said that the proposed sign has been approved by the Appearance Review Commission with the following conditions: (1) the electronic sign may display no more than two promotional messages per hour (30 minute minimum per message); (2) the electronic sign may employ only the colors of the fixed panel sign (blue background and white text) and the layout of the electronic message panel shall be complementary to the fixed panel sign; (3) removal of First American Bank's existing promotional message wall sign; (4) ARC-approval of the final siting of the sign (i.e. setback and positioning); and (5) landscaping of the sign base.

**MOTION:** Moved by Trustee Price and seconded by Trustee Yuscka to approve an ordinance amending the sign regulations chapter of the West Dundee Municipal Code regarding the limited use of electronic signs on Route 72 /Main Street east of Route 31. Upon roll call, motion was approved.

**AYES:** Trustees Price, Hanley, Yuscka, Pflanz, Wilbrandt and Kemititzky

**NAYS:** None

President Nelson asked that the item in New Business be placed first ahead of Unfinished Business.

## **XI. NEW BUSINESS:**

### **A. FY 2016 Comprehensive Annual Financial Report**

Mr. Michael Van Asdall from the accounting firm of Selden Fox presented the Village's 2015/16 Comprehensive Annual Financial Report.

Mr. Michael VanAsdall from the auditing firm of Selden Fox Ltd was present to discuss the Village's Comprehensive Annual Financial Report (CAFR) for the period ending April 30, 2016. It was noted that this is the second year that Mr. VanAsdall has been the principal auditor for the Village.

A copy of the report was distributed to the Board electronically on October 20, 2016 and bound copies of the report was given to the Board members at the October 24th Board meeting.

In addition to the CAFR, Mr. VanAsdall also distributed reports entitled "Communication with those charged with governance" and the "Management Letter".

The first report outlines the basic parameters of the audit as well as the journal entries prepared by Selden Fox. Mr. VanAsdall stated that many of the journal entries that were included in this report were already prepared by the Finance Office and that he will be working with Mr. Danielson to ensure that duplicate entries are not booked.

Regarding the Management Letter, it was noted that the Village had no material weaknesses in the management of its financial affairs and this is what is known in the industry to be a "clean" audit.

Mr. VanAsdall gave the Village Board an overview of the CAFR, specifically addressing the changes to various Governmental Accounting Standards Board (GASB) policies and how they

affect the various pension funds of the Village. These standards required that prior balances needed to be restated by approximately \$13,000,000 to reflect future pension liabilities. Mr. VanAsdall stated that all governments that follow GASB standards have been affected by these changes and that the percent funding level, although now dropped due to them, are still quite strong.

Mr. VanAsdall encouraged the Board members to review the annual Transmittal Letter, the Management Discussion and Analysis, and the Statistical Section in the back of the CAFR to gain a good understanding of the operations of the Village.

Mr. Danielson stated that from his perspective, it was a good year for the Village in terms of its financial aspects. Revenues exceeded expenditures within the General Fund by approximately \$500,000 and the ratio of fund balance to general government operating expenditures increased significantly. He encouraged the Board to contact him regarding questions they may have after reading and reviewing the CAFR.

Mr. Danielson thanked Mr. VanAsdall for his assistance in preparing the report as well as providing him ongoing guidance throughout the year regarding the financial and accounting aspects of the Village.

Director Danielson said this report will be submitted to the Government Finance Officers Association for consideration of a Certificate of Achievement for Excellence in Financial Reporting.

**MOTION:** Moved by Trustee Kembitzky and seconded by Trustee Yuscka to accept the Village of West Dundee Comprehensive Annual Financial Report for the fiscal year ended April 30, 2016 as presented. Upon roll call, motion was approved.

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

## **XII. UNFINISHED BUSINESS:**

### **A. Downtown Plan Implementation Continued Discussion**

Trustee Kembitzky brought this item to the Board for discussion, explaining that to date the Village hasn't been able to secure any public private partnerships to move forward with this portion of the project, or to find external funding to facilitate this project at this time

Manager Cavallaro said that the Village staff in order to facilitate the Ace Hardware demolition reviewed internal funding options related to the existing Village budgets to see if there was any way to fund the project internally and to include all of the anticipated demolition at this time.

A lengthy discussion was held regarding 4 principle funding sources that are available to the Village at the present time. These sources include (1) Fund 4 – Capital Projects, (2) Fund 5- Community Development, (3) Bond proceeds earmarked to Huntley Road and (4) Bond proceeds earmarked for Downtown.

After further discussion of various options, Trustee Kembitzky said that, funding for this project could come from the capital projects fund (\$270,000) and \$84,000 from one-time revenue sources, and use these monies to pay for the project.

President Nelson and Trustee Wilbrandt agreed that this is the time to move forward on this project.

Trustee Yuscka expressed concerns about defraying streets and infrastructure repairs that are needed especially in the Tartans area that he feels should be done before the demolition of Ace Hardware. Trustee Hanley agreed with the concerns expressed by Trustee Yuscka.

**MOTION:** Moved by Trustee Kembitzky and seconded by Trustee Pflanz to use option 3 for the Ace Hardware project and to continue to look at ways to reimburse the capital project fund for \$270,000. Upon roll call motion was approved.

**AYES:** Trustees Kembitzky, Price, Pflanz and Wilbrandt

**NAYS:** Trustees Yuscka and Hanley

## **XII. EXECUTIVE SESSION:**

**MOTION:** Moved by Trustee Kembitzky and seconded by Trustee Hanley to recess to Executive Session for the purpose of discussing Personnel. Upon roll call, motion was approved.

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

**NAYS:** None

**ABSENT:** None

The Regular Board Meeting recessed at 8:38 pm.

The Regular Board Meeting resumed at 9:16 pm.

## **XIII. MISCELLANEOUS:**

A brief discussion was held regarding any proposals for a property downtown, what type of residential if proposed, whether to open it up for the RFP process, the desire to secure other property and to seek community support after the current downtown project is completed.

## **XIV. ITEMS TO BE DISCUSSED AT A LATER MEETING:**

- Report regarding snow removal for property in downtown business district.
- Report from the Halloween Party Committee

## **XV. ADJOURNMENT:**

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

The Regular Board Meeting adjourned at 9:30 pm.

## **ATTEST:**

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Barbara Traver  
Village Clerk

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Christopher Nelson  
Village President

**EXECUTIVE SESSION:  
Village Hall, 102 S. Second Street**

**Monday, October 24, 2016  
Village of West Dundee**

President Nelson called the Executive Session to order at 8:43 pm for the purpose of discussing Section 2(c) (1) of the Open Meetings Act: Personnel.

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, Village Attorney John Brechin and Police Chief Andrew Wieteska.

Discussion was held regarding a personnel issue with an employee of the Village of West Dundee.

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

**AYES:** Trustee Hanley, Yuscka, Pflanz, Wilbrandt, Kembitzky and Price

**NAYS:** None

The Executive Session adjourned at 9:15 pm.

**ATTEST:**

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Barbara Traver  
Village Clerk

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Christopher Nelson  
Village President