

REGULAR BOARD MEETING
Village Hall, 102 South Second Street

February 15, 2016 - 7:30 pm
Village of West Dundee

I. CALL TO ORDER:

President Nelson called the Regular Board Meeting to order at 7:29 pm.

II. ROLL CALL:

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

Also present were Village Manager Joseph Cavallaro, Finance Director David Danielson, Community Development Director Timothy Scott, Fire Chief Randy Freise, Public Works Director Eric Babcock, Village Attorney John Brechin and thirty-one (31) 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 Hanley and seconded by Trustee Price to approve the agenda as presented. Motion passed unanimously by voice vote.

V. VILLAGE PRESIDENT'S REPORT: There was none.

VI. REPORTS AND QUESTIONS FROM TRUSTEES:

Trustees Wilbrandt and Yuscka commended the Public Works Department in regards to snow removal operations.

VII. VILLAGE STAFF REPORTS:

Manager Cavallaro noted that 3 Board Meetings will be needed in March to facilitate discussion of the FY 2016/17 Budget.

VIII. QUESTIONS FROM THE AUDIENCE:

Eileen McNamee of Geneva, IL, lead organizer of the Dundee St. Patrick's Day Parade and associated activities, came forward to brief the Board on the events as planned for Friday, March 11 and Saturday, March 12.

Mark Johnson, 216 S. First Street, spoke about the FISH & The Fox Fundraiser undertaken as part of the St. Pat's festivities, which seeks to raise funds for both the FISH Pantry and the Friends of the Fox River.

IX. CONSENT AGENDA:

- A. Approval of Bill List: February 15, 2016
- B. Ratification of Debit Purchases: January, 2016
- C. Approval of Minutes: January 18, 2016 Regular Board Meeting

- D. Approval of Minutes: February 1, 2016 Regular Board Meeting
- E. Regional Board Member Appointment: Consolidation (Trustee Wilbrandt)
- F. Ordinance: First Addendum to MABAS Master Agreement
- G. Daily Liquor Permit Requests: St. Catherine's St. Patrick's Dinner Dance and Paint & Sip Events

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

Trustee Kembitzky inquired about Item E. Regional Board Member Appointment for (Fire) Consolidation, asking who has been designated for this appointment. Manager Cavallaro advised that Trustee Wilbrandt, as the Board Police and Fire Liaison, has been recommended for appointment.

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

X. UNFINISHED BUSINESS:

A. Authorization to Solicit Proposals – Public Works Roof Replacement (Trustee Yuscka)

Trustee Yuscka advised that an amount of \$130,000 was approved within the current year's budget (FY16) for replacement of the flat roof areas at the Public Works facility on Angle Tarn.

An updated quote was received from Singles Roofing of Elgin at a cost of \$139,000, which includes all aspects of the project, with the exception of possible repairs to the metal decking, which will not be known until the existing roofing material is removed.

Staff is requesting authorization to solicit proposals for the work. Bid results will be presented to the Board at the March 7 Board Meeting, and a request for authorization to execute a contract with the lowest responsible bidder is anticipated at that time.

MOTION: Moved by Trustee Yuscka and seconded by Trustee Price to authorize Public Works staff to solicit proposals for contractual replacement of the flat roof areas at the Public Works facility. Upon roll call, motion was approved unanimously.

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

XI. NEW BUSINESS:

A. Dooley's St. Patrick's Day Celebration Request & Daily Liquor Permit (Trustee Price)

Trustee Price noted that Dooley's is seeking approval for an outdoor beer garden and closure of the adjacent street area during the St. Patrick's Day events on Saturday, March 12. Matt Harrison, owner of Dooley's, briefly explained the proposed event, stating that extra security and staff will be on site for the event, which will be open to the public from noon until 5:00 pm. He noted that

the event will be dependent on the weather. It was noted that outdoor liquor privileges for the event have been reviewed and recommended by the Local Liquor Control Commission.

MOTION: Moved by Trustee Price and seconded by Trustee Hanley to approve a Daily Liquor Permit and Special Event Permit for Dooley's Irish Ale House to hold their St. Patrick's Day Special Event on Saturday, March 12, 2016, in conformance with all applicable Village ordinances and specified conditions. Upon roll call, motion was approved.

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

B. St Patrick's Day Fireworks Display: Approval Request (Trustee Wilbrandt)

Trustee Wilbrandt noted that East Dundee has again been asked by Bandito Barney's for approval to host a fireworks display on Friday, March 11, 2016, (rain date of Saturday, March 12) in conjunction with the St. Patrick's Day celebration. The display requires approval by both East Dundee and West Dundee based on its location on the footbridge. Set up will be overseen by Fire Prevention Officer Rick Paul.

It is recommended that approval of the fireworks display be provided under the following conditions: (1) Conformance with NFPA 1123 standards, with the number of 3" shells to be approved by FPO Paul; (2) that the applicant notify West Dundee residents within a defined area in close proximity to the display site by no later than March 4; (3) allowing the closure of Lincoln Avenue between 6th and 4th Streets from 7pm until 8:15pm; and (4) that West Dundee provide logistical support of Police and Fire to aid in security for the display.

MOTION: Moved by Trustee Wilbrandt and seconded by Trustee Yuscka to approve the application for display of fireworks along the footbridge on Friday, March 11, 2016 at 7:30 pm, with a rain date of Saturday, March 12, in conjunction with St. Patrick's Day festivities, as submitted by Terrance McNamee and sponsored by Roger Shelton, in conformance with all applicable Village ordinances and subject to the satisfaction of the specified conditions. Upon roll call, motion was approved.

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

C. Emmett's St. Patrick's Day Celebration & Big Wheel Rally (Trustee Price)

Trustee Price stated that Emmett's is seeking approval for their annual Big Wheel Rally in conjunction with their St. Patrick's Day activities, including parking restrictions and the closure of Washington Street between 4th and 2nd Streets for the event.

He noted that safety measures were increased last year by adding an inflatable bumper at the finish line, in addition to hay bales; The same will be done this year. Riders are required to wear helmets and sign a waiver indemnifying both Emmett's and the Village of West Dundee.

Trustee Kembitzky requested that parking accommodations be made for clientele of One Cut Above The Rest hair salon, located on Washington Street within the event area. Manager Cavallaro noted that the arrangement that was made last year did not work very well, and that an alternate plan will be sought to accommodate the salon customers this year.

MOTION: Moved by Trustee Price and seconded by Trustee Yuscka to authorize the closure of Washington Street from Fourth Street to Second Street from 12:30 pm until 2:30 pm, and enforcement of “No Parking” in the same area from 6:00 am until 2:30 pm, on Saturday, March 12, 2016, to facilitate the St. Patrick’s Day Big Wheel Rally conducted by Emmett’s. Upon roll call, motion was approved.

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

NAYS: None

ABSENT: Trustee Pflanz

D. Discover Dundee Shared Services Proposal (Trustee Pflanz)

Manager Cavallaro provided a brief history and overview of the proposal for a partnership between East Dundee and West Dundee in regards to downtown marketing and the Discover Dundee program. This program was first presented as a shared effort in late 2013, at which time an inquiry was made to the downtown business and property owners as to their support for the program and willingness to participate in its funding. A majority of respondents at that time were not in favor of participation. He stated that, as the program has grown, perception seems to have changed for the positive.

The partnership proposal estimates hard costs for events and marketing in an amount of \$26,000 to each Village and \$11,000 each for Discover Dundee light pole banners. It was noted that some of the ongoing events could and should be staged in West Dundee. In addition, Manager Cavallaro stated that the existing Main Street light pole banners are nearly 20 years old, and are due for replacement. Staff assistance would also be necessary to assist in managing the Discover Dundee program. It is recommended that Village staff based out of the Community Development and Administration Departments be utilized to assist in this respect, as a portion of their job responsibilities.

President Nelson noted that the estimated annual cost for the program is proposed to be funded by the proposed Special Service Area. Staff is drafting a letter to the downtown business and property owners in regards to the Discover Dundee partnership opportunity and the proposed funding mechanism.

Some concern was expressed in regards to joining the program at this time, as it is anticipated that a portion of downtown West Dundee will be under demolition/construction in the coming year. Despite that concern, a general consensus of support was indicated.

E. Quarterly Financial Report Q3 FY15/16 (Trustee Kembitzky)

Director Danielson presented the Third Quarter (9-Month) Financial Report for the 2015/16 Fiscal Year. He provided an overview of the position of each fund. He noted that, in general, items within the Village’s control are performing well.

He stated that despite a 4% lag in Sales Tax, the General Fund (Fund 1) is ahead of projections for revenue collection to date. At this time, the General Fund’s revenues are exceeding expenditures and he projects an increase in the fund balance position at the close of the fiscal year. He stated that Development Revenues, which are up significantly due primarily to the construction of the Renishaw building at Oakview Corporate Park, as well as staff positions that were budgeted, but are currently vacant, are the primary reason for this increase in the Village’s cash balance.

Based on the receipts to date and the wetter than normal summer in 2015, Sewer and Water Fund (Fund 2) revenues for the fiscal year are expected to fall short of projections. Emergency repairs to Well 1 put Fund 2 in a deficit position in terms of expenditures. Manager Cavallaro noted that new tap-on fees from development would assist in balancing Fund 2.

The bond proceeds earmarked for Huntley Road improvements and implementation of the Downtown Plan were accounted for in the Capital Projects Fund (Fund 4) and Community Development Fund (Fund 5) respectively during this quarter.

Trustee Hanley inquired about \$200,000 in impact fees being held for the Dundee Township Park District. Director Danielson advised that DTPD is aware of the balance and that these funds are available for appropriate projects. It was noted that the funds should be used to the direct benefit of the neighborhoods from which the fees were collected (primarily Grand Pointe).

XII. MISCELLANEOUS:

Trustee Kembitzky commented on a recent newspaper article regarding curbside collection of food scraps along with yard waste in some suburban communities, and asked if this could be evaluated with the next refuse contract renewal.

Trustee Price advised that a proposal has been recently received to hold a pro-am bike race in the Old Town neighborhood north of Route 72. This is the same event that was proposed a few years ago, previously held in Elmhurst and Elk Grove Village. He noted that it is a well run organization. If the proposal were to move forward, the Village would be asked to identify \$13,000 in monetary sponsorships, and contribute labor in terms of Police, Fire and Public Works. Road closures would be necessary throughout the residential neighborhood. They organizers of the event are interested in a July 2016 date in West Dundee.

Trustee Yuscka noted that an influx of restaurant diners has been noted since the opening of a portion of the LifeZone 360 sports facility.

FUTURE AGENDA ITEMS:

- Public Work Roof Replacement Bid Results – March 7, 2016

XIII. ADJOURNMENT:

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

The Regular Board meeting adjourned at 8:21 pm.

ATTEST:

Kim Tibbetts
Deputy Village Clerk

Christopher Nelson
Village President