

REGULAR BOARD MEETING
Village Hall, 102 S. 2nd Street

July 12, 2021 – 7:30 pm
Village of West Dundee

I. CALL TO ORDER:

President Nelson called the Regular Board Meeting to order at 7:31 pm.

II. ROLL CALL:

Present were Village President Christopher Nelson, Trustees Cheryl Alopogianis, Cheryl Anderley, Dan Wilbrandt, Tom Price and Andy Yuscka.

Also, present were Village Manager Joseph Cavallaro, Village Attorney Michael Castaldo, Jr., Police Chief Anthony Gorski, Community Development Director Timothy Scott, Public Works Director Eric Babcock and Deputy Village Clerk Kim Tibbetts.

There were three (3) people in the audience.

III. PLEDGE OF ALLEGIANCE:

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

IV. APPROVAL OF AGENDA:

Deputy Clerk Tibbetts noted that the North Third Street Block Party Request (Consent Agenda Item E) applicant has rescinded their application.

MOTION: Moved by Trustee Yuscka and seconded by Trustee Price to approve the agenda as amended, with the removal of Item E from the Consent Agenda. Upon roll call, motion was approved.

AYES: Trustee Yuscka, Alopogianis, Anderley, Wilbrandt and Price

NAYS: None

V. VILLAGE PRESIDENT'S REPORT:

A. Proclamation – Barb Traver Day, July 12, 2021

President Nelson entered into record a Proclamation acknowledging the retirement of Village Clerk Barb Traver after 28 years of services, and proclaiming June 12, 2021, as Barb Traver Day. He noted that Clerk Traver was unfortunately unable to attend tonight's meeting, and noted that at a future date a bench will be dedicated in her honor in the area of First and Main Street.

B. Oath of Office - Trustee Catherine Haley

President Nelson called Ms. Catherine Haley forward to receive the Oath of Office, administered by Deputy Clerk Tibbetts. Trustee Haley began her service immediately, joining the President and Board of Trustees at the dais.

C. Appointments/Reappointment to the Planning and Zoning Commission

President Nelson requested the Board’s concurrence with the reappointment of existing Planning & Zoning Commissioner Rick Magsamen, as well as the appointment of Andrew Wieteska and Ron Meyer to fill vacancies created upon the election of Trustee Alopogianis, who previously served as a Planning & Zoning Commissioner, and Jennifer Russell, who recently stepped down.

He noted that both Mr. Wieteska and Mr. Meyer are well acquainted with Village procedures and both are expected to be a strong addition to the Planning & Zoning Commission. Pursuant to the Village Code, the appointments are for a period of 4 years, with an expiration date of April 30, 2025.

MOTION: Moved by Trustee Yuscka and seconded by Trustee Price to approve the agenda as amended, with the removal of Item E from the Consent Agenda. Upon roll call, motion was approved.

AYES: Trustees Price, Yuscka, Haley, Alopogianis, Anderley and Wilbrandt
NAYS: None

VI. REPORTS AND QUESTIONS FROM TRUSTEES AND WORKING GROUPS:

Trustee Haley expressed her thanks to President Nelson and the Board of Trustees and stated that, as a West Dundee resident for over 35 years, she looks forward to serving the community in this role.

VII. STAFF REPORTS:

There were no additional reports other than items on the agenda.

VIII. QUESTIONS FROM THE AUDIENCE: There were no questions.

IX. CONSENT AGENDA:

- A. Ratification of Checks: July 12, 2021
- B. Approval of Bill List: July 12, 2021
- C. Approval of Minutes: June 7, 2021 Regular Board Meeting
- D. Approval of Minutes: June 21, 2021 Village Board Meeting
- E. ~~North Third St Block Party Request~~

Item E was removed under Approval of the Agenda.

Trustee Anderley noted the following changes to Item C, June 7, 2021 Regular Board Meeting Minutes: With regards to the 200 Washington St. property, she noted that she requested the record reflect that in 2008 the Village paid \$850,000.00 for the property and subsequently paid upwards of \$300,000.00 in maintenance and repairs. She also noted that she did not ask about any future locations.

President Nelson asked that the June 7, 2021 Regular Board Meeting Minutes be pulled from the Consent Agenda and added to the next Board Meeting for approval with the noted changes.

MOTION: Moved by Trustee Yuscka and seconded by Trustee Anderley to approve Items A, B and D of the Consent Agenda. Upon roll call, motion was approved.

AYES: Trustees Yuscka, Haley, Alopogianis, Anderley, Wilbrandt and Price
NAYS: None

X. RESOLUTIONS AND ORDINANCES:

A. Ordinance Amending Title 10 Zoning Regulations of the Municipal Code Addressing Uses within Business Districts (Trustee Price)

Trustee Price advised that the draft ordinance as presented proposes a text amendment to the Municipal Code, amending permitted uses and definitions within the various Business Districts of the Village, as recommended by the Planning & Zoning Commission. He noted that the proposed amendments aid in modernizing the code to account for changing trends in the commercial landscape.

MOTION: Moved by Trustee Price and seconded by Trustee Alopogianis to approve an Ordinance Amending Title 10 – Zoning Regulations of the Municipal Code, addressing uses within Business Districts per the recommendation of the Planning and Zoning Commission. Upon roll call, motion was unanimously approved.

AYES: Trustees Price, Yuscka, Haley, Alopogianis, Anderley and Wilbrandt

NAYS: None

B. Ordinance Amending Title 6, Chapter 3 of the Municipal Code (Trustee Wilbrandt)

Trustee Wilbrandt stated that the draft ordinance as presented amends the Animal Control regulations relative to prohibited acts. More specifically, the amended language would prohibit the boarding of animals for compensation within residentially zoned properties.

Trustee Price noted that enforcement of this regulation may prove difficult. Manager Cavallaro advised that the amendment provides for a basis to address such situations when brought to the Village's attention, and that the impetus for this amendment was based on a complaint regarding such activity.

MOTION: Moved by Trustee Price and seconded by Trustee Alopogianis to approve an Ordinance Amending the Animal Control Ordinance prohibiting boarding for compensation within residentially zoned properties within the Village of West Dundee. Upon roll call, motion was unanimously approved.

AYES: Trustees Price, Yuscka, Haley, Alopogianis, Anderley and Wilbrandt

NAYS: None

XI. UNFINISHED BUSINESS:

A. Village Manager Employment Agreement (President Nelson)

President Nelson advised that changes indicated in previous Board discussions have been incorporated into the draft Employment Agreement as presented.

Trustee Anderley requested clarification regarding the waiving of insurance benefits. President Nelson noted that Manager Cavallaro agrees not to participate in the Village's insurance benefits, but should he wish to rejoin the Village's insurance program in the future, this item could be renegotiated. Trustee Price noted that after retirement, insurance benefits would be at Manager Cavallaro's full cost should he elect to participate, as is the Village's current policy.

MOTION: Moved by Trustee Price and seconded by Trustee Yuscka to authorize an Employment Agreement between the Village of West Dundee and the Village Manager. Upon roll call, motion was approved 5-1.

AYES: Trustees Price, Yuscka, Haley, Alopogianis and Anderley
NAYS: Trustee Wilbrandt

B. Downtown Improvements Stage 3 - V3 Proposal (Trustee Yuscka)

Trustee Yuscka noted that V3 Companies has submitted a proposal for Phase 2 engineering related to Downtown Restoration Stage 3 at a lump sum of \$134,500, and noted that Trustee Price recommended breaking the proposal down into its five component parts: (1) Pump House, (2) entry gateway, (3) walkway access, (4) crosswalks, and (5) wayfinding and parking signage.

Manager Cavallaro noted that construction of the Pump House has been estimated at approximately \$300,000 as currently designed.

MOTION: Moved by Trustee Yuscka and seconded by Trustee Anderley to enter into a professional services agreement between the Village of West Dundee and V3 Companies for Downtown Restoration Stage 3 in a total amount of \$134,500, as described in V3's revised July 12, 2021 Proposal for Engineering & Architectural Services. Upon roll call, motion was unanimously approved.

AYES: Trustees Yuscka, Haley, Alopogianis, Anderley, Wilbrandt and Price
NAYS: None

XII. NEW BUSINESS:

A. Authorization to Purchase Public Works 1-Ton Dump Truck Replacement (Trustee Yuscka)

Trustee Yuscka noted that the Public Works Department is requesting replacement of a 1997 Chevrolet 1-ton truck with dump body with a 2022 Ford F-550, available through Suburban Purchasing Cooperative. He noted that the 2021/22 Budget includes an amount of \$85,000 for this vehicle replacement. The total cost for the vehicle is \$83,539.

MOTION: Moved by Trustee Yuscka and seconded by Trustee Price to authorize Public Works to purchase a 2022 Ford F-550 1-ton truck and all necessary upfitting under Suburban Purchasing Cooperative Contract #182, at a cost of \$83,539. Upon roll call, motion was unanimously approved.

AYES: Trustees Yuscka, Haley, Alopogianis, Anderley, Wilbrandt and Price
NAYS: None

B. Authorization to Purchase Public Works Pickup Truck Replacement (Trustee Yuscka)

Trustee Yuscka noted that the Public Works Department is requesting replacement of a 2005 Chevrolet Astro Van with a 2022 Ford F-250 ¾-ton truck with a panel truck/service body, available through Suburban Purchasing Cooperative. He noted that the 2021/22 Budget includes an amount of \$40,000 for this vehicle replacement. The total cost for the vehicle is \$39,379.

Director Babcock noted that this vehicle will be used by the Water Division, and the panel truck format allows for better compartmentalization of tools, meters and other supplies needed in the field, while still offering a truck bed for transporting larger items as needed. He noted that Public Works operates one other panel truck, which has worked out very well.

President Nelson noted that this is the vehicle that was attributed to the Sewer and Water Fund within this fiscal year's budget. He added that the availability of the noted pricing for both vehicle purchases on the agenda is made possible due to the Village's membership in the Northwest Municipal Conference.

MOTION: Moved by Trustee Yuscka and seconded by Trustee Alopogianis to authorize Public Works to purchase a 2022 Ford F-250 ¾-ton truck and all necessary upfitting under Suburban Purchasing Cooperative Contract #182, at a cost of \$39,379. Upon roll call, motion was approved.

AYES: Trustees Yuscka, Haley, Alopogianis, Anderley, Wilbrandt and Price

NAYS: None

C. Special Event - Heritage Fest 2021

Manager Cavallaro stated that while the uncertainty of the COVID-19 pandemic continues to cause some concern, many communities around the area are returning to in-person events with great success. He noted that scheduling volunteers is a concern and as such the sign-up process has been initiated earlier than usual. He noted that the pop tent within the Craft Fair has been eliminated for this year to reduce volunteer needs.

He stated that Heritage Fest would be slightly more centralized, with the elimination of activities at Grafelman Park. He noted that consideration is being made to removing the public trolley as a result of the smaller footprint, noting that a shuttle for craft vendors will still be necessary. Discussion was held regarding the impact of removing activities geared toward families with younger children.

Trustee Yuscka expressed that the fireworks could potentially be eliminated to decrease costs, and for the benefit of opening up Lincoln Ave to crafter set up and the footbridge to pedestrian traffic on Friday night. He stated that he has observed a decrease in the quality of the display and attendance at the fireworks in recent years. It was noted that the fireworks are a draw and eliminating this attraction may impact attendance. It was also noted that many communities cancelled their July 4th fireworks this year. After some discussion, a straw poll indicated majority support to continue the fireworks.

Manager Cavallaro noted that, should Dundee-Crown High School request inclusion of their Homecoming Parade as part of the Heritage Fest weekend, a parade resolution providing for closure of Route 72 will be presented at a future Board Meeting.

MOTION: Moved by Trustee Price and seconded by Trustee Yuscka to approve the Special Event Application, Daily Liquor Permit Request, Road Closure & Parking Restriction Plan, and Draft Budget for Heritage Fest on September 17, 18 and 19, 2021. Upon roll call, motion was unanimously approved.

AYES: Trustees Price, Yuscka, Haley, Alopogianis, Anderley and Wilbrandt

NAYS: None

D. Fleet Operations Reassessment & Purchase Request (Trustee Wilbrandt)

Trustee Wilbrandt stated that the Police Department is requesting authorization to purchase a fully equipped 2021 Toyota Camry Hybrid for use by the Investigations Division. It was noted that the department fleet was reassessed, and some vehicle reassignments put in place to reduce costs and meet department needs. The updated fleet management plan will save the Village approximately \$22,000 by replacing the Investigations vehicle rather than purchasing a new patrol vehicle.

Chief Gorski noted that, with the detectives often needing to travel longer distances, the goal is to ensure a reliable vehicle for their utilization. As such, the Chief will be utilizing an older car, as his travel is largely in-town. The reassignment of vehicles is outlined in Chief Gorski's memo dated July 7, 2021.

MOTION: Moved by Trustee Wilbrandt and seconded by Trustee Alopogianis to approve the purchase of one 2021 Toyota Camry Hybrid SE from Pauly Toyota, Crystal Lake, for a cost not to exceed \$27,928, to then be fully equipped at a total cost not to exceed \$32,000, reallocated from funding originally designated for a Marked Patrol Vehicle Replacement. Upon roll call, motion was unanimously approved.

AYES: Trustees Wilbrandt, Price, Yuscka, Haley, Alopogianis and Anderley
NAYS: None

XII. MISCELLANEOUS:

Trustee Wilbrandt asked that a spreadsheet be prepared tracking the allocation and use of CARES Act funding and other coronavirus relief monies.

President Nelson noted that funds from the American Rescue Plan have not yet been disbursed, as the State of Illinois must request the release of these federal funds to non-entitled communities (population of less than 500,000), adding that a request has been to Governor Pritzker on behalf of West Dundee to do so. He stated that the expected distribution to West Dundee is approximately \$1,000,000, with half to be provided in 2021 and half in 2022.

Trustee Price asked that the discussion previously tabled regarding personnel needs be revisited at the next Village Board Meeting.

XIII. ADJOURNMENT:

MOTION: Moved by Trustee Price and seconded by Trustee Yuscka to adjourn the Regular Board Meeting. Motion was approved by acclamation.

The Regular Board Meeting adjourned at 8:08 pm.

ATTEST:

Kim Tibbetts
Deputy Village Clerk

Christopher Nelson
Village President