

**REGULAR BOARD MEETING**  
**Village Hall, 102 South Second Street**

**November 20, 2017 - 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 Nelson, Trustees Anderley, Wilbrandt, Kembitzky, Price, Hanley and Yuscka.

Also present were Village Manager Cavallaro, Attorney Binninger, Community Development Director Scott, Finance Director Danielson, Public Works Director Babcock, Police Chief Wieteska, Fire Chief Freise and twenty-eight (28) people in the audience.

**III. PLEDGE OF ALLEGIENCE:**

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

**IV. APPROVAL OF AGENDA:**

**MOTION:** Moved by Trustee Yuscka and seconded by Trustee Hanley to approve the agenda as presented. Motion passed unanimously by voice vote.

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

**A. Lamplighter Special Commendation Award**

Police Chief Wieteska said he nominated three (3) local residents, John Padilla of Carpentersville, Anthony Arroyo and Matthew Gillespie of Sleepy Hollow for the Lamplighter "Special Commendation" Award for their actions on October 30, 2017, in rendering aid to an injured baby in the roadway and for the assistance they provided to the police.

Chief Wieteska added that if not for their brave actions that night, things could have ended tragically for this helpless baby from additional injuries or death. He said they went above and beyond what is expected of a citizen and are truly worthy of this award.

Chief Wieteska showed surveillance footage taken that night and also the audio of the 911 call reporting the incident and asking for help.

Chief Wieteska introduced the first responders, Kelly Clifton, the dispatcher for Quad Com, and the three (3) young men and along with President Nelson presented the Lamplighter award to John Padilla, Anthony Arroyo and Matthew Gillespie.

**B. Introduction of Utilities Superintendent**

President Nelson and Public Works Director Babcock introduced Adam Peters, the new Utilities Superintendent. Director Babcock said Adam started with the Village on the 30<sup>th</sup> of October, after spending seventeen years in East Dundee, most recently as their interim Public Works Director and has a great amount of experience in wastewater.

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

Trustee Kembitzky reported that she attended a movie at Cinemark and that the theater was full with customers.

Trustee Wilbrandt said that Santa's arrival at Spring Hill Mall was a success.

Trustee Hanley said that fifteen (15) veterans were honored at Dundee Highlands School for Veteran's Day and that the keynote speaker, representing the Air Force was Bernie Kembitzky, Trustee Kembitzky's husband.

## **VII. VILLAGE STAFF REPORTS:**

Chief Freise reported that the Turkey Raffle held last weekend was very successful and over \$6000 was raised for equipment for the Fire Department and that twenty (20) turkeys were donated to FISH pantry.

Attorney James Binninger from Kathleen Field Orr & Associates introduced himself to the Board.

Manager Cavallaro commented on the Volunteer of the Year Award ceremony held at Randall Oaks Golf Club on Wednesday. He said the nominee from West Dundee JoLynn Seifert, was very deserving and appreciative of the award. He gave a brief background of JoLynn's accomplishments and service to the Village of West Dundee

**VIII. QUESTIONS FROM THE AUDIENCE:** There were none

## **IX. CONSENT AGENDA:**

- A. Approval of Check to Dundee Landscape: Huntley Road Berm Additions for Aspen Hills HOA
- B. Approval of Bill List: November 20, 2017
- C. Approval of Minutes: October 23, 2017 – Amended
- D. Daily Liquor Permit Requests – St. Catherine of Siena
- E. Ordinance Amending Liquor License Hours of Operation for Christmas Eve and New Years Eve

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

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

**NAYS:** None

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

### **A. Ordinance Amending the FY 2017-18 Budget**

Trustee Kembitzky introduced this item explaining that over the past several months, developments have occurred and the Board has authorized various expenditures that were not included in the original budget document. She added that because of these occurrences, as well as for transparency purposes and to formally sanction and account for these changes an additional amendment to the 2017/18 budget is recommended.

Trustee Kembitzky said the Fire Department was successful in their application to the Federal Emergency Management Agency (FEMA) for the purchase of two powered ambulance cots. Because of the amount of grant dollars received and corresponding expenditures, the following adjustments are \$0 (Original Amount) to \$92,760 (Revised Amount) for FEMA Grant Proceeds; and \$0 (Original Amount) to \$92,642 revised Amount) for FEMA Grant-Power Cots.

Trustee Kembitzky explained that Springs at Canterfield Development has paid all of their permit fees, tap-on fees, and the required municipal donation amount upfront (approximately \$1,500,000) and of this amount \$390,000 was collected for Municipal Donations and deposited in line item 1-00-5-0120. She stated that this line item was debited by the amount of \$100,000 in order to account for the \$100,000 that was paid back to the developer in October 2017 and that this is not included as a budget amendment, but is for informational purposes.

Trustee Kembitzky explained the changes to the FY2017/18 budget for the Huntley Road Project as Land Acquisition \$0 (Original Amount) to \$430,000 (Revised Amount) and for Construction \$1,566,500 (Original Amount) to \$1,316,500 (Revised Amount). She said that because the construction season is coming to a close, the \$1,316,500 earmarked for construction will not be expended this current year and the 2018/19 budget will include a revised amount as well as any additional transfers from other funds to properly account for this project.

Trustee Kembitzky spoke to the Downtown Economic Incentives, which span more than one fiscal year. She explained originally the sum of \$350,000 was included in the FY2017/18 budget for the redevelopment of 101 S. 1<sup>st</sup> Street, but after discussions with the developer and the Board this line item is being increased by \$115,000. She further explained that \$100,000 of this amount is coming from the fund balance in the Economic Development Fund and the remaining \$15,000 is coming from a transfer from Fund E.

Next Trustee Kembitzky spoke about First and Main Redevelopment Implementation and the change orders pertaining to the project that have been presented to the Board. She said these changes amount to \$79,000 and that the Board's recommendation is the additional \$79,000 come from one-time revenues from the water and sewer tap on fees that have been collected this fiscal year. She added by funding this amount through a transfer from the Water & Sewer to the Capital Projects Fund, it will be reducing the amount that the Water and Sewer Fund owes the Capital Projects Fund for prior capital/infrastructure projects.

**MOTION:** Moved by Trustee Kembitzky and seconded by Trustee Hanley to adopt an Ordinance Amending the Village of West Dundee Annual Budget for Fiscal Year 2017/18. Upon roll call, motion was approved.

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

**NAYS:** None

**B. Ordinance to Increase the Manager's Purchasing Authority and Provide Bidding Requirements for Public Works Contracts in Excess of \$25,000**

Trustee Kembitzky said that Attorney Orr reviewed the current code which provides that purchases by the Village Manager on behalf of the Village shall not exceed \$5,000 or \$10,000 if the expenses are repetitive and provided in the budget. She said that it is Attorney Orr's recommendation that the amount be increased to \$10,000 or up to \$15,000 if the expenses are repetitive and provided in the budget.

Trustee Kembitzky said that Attorney is also recommending that under bidding requirements, chapter 11, that certain Public Works projects in excess of \$25,000 be let to the lowest responsible bidder. She said this is a statutory change that has occurred, and therefore an update of our municipal code is required.

**MOTION:** Moved by Trustee Kembitzky and seconded by Trustee Yuscka to adopt an Ordinance Amending the West Dundee Municipal Code to Increase the Manager’s Purchasing Authority and Provide Bidding Requirements for Public Works Contracts in Excess of \$25,000. Upon roll call, motion was approved.

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

**C. Ordinance Amending Title 9, Building Regulations, of the Municipal Code Addressing the Historic District through Legal Description and Boundary Map**

Trustee Price said this is an amendment to Title 9, Building Regulations of the Municipal Code that adds a historic district boundary map as an exhibit to supplement the legal description and slightly adjust the accompanying legal description of the far southwest corner.

Director Scott said that the southwest corner of the District could be amended to remove the eastern segment of the strip center (Heidner Plaza) and continue to contain the historic Duff House from 1848.

A brief discussion was held regarding the bank property and its impact on the historic district. Director Scott will prepare an analysis of this property and other downtown properties in relation to the historic district and present this in February.

**MOTION:** Moved by Trustee Price and seconded by Trustee Kembitzky to approve an Ordinance Amending Title 9, Building Regulations, of the Municipal Code Addressing the Historic District through Legal Description and Boundary Map. Upon roll call, motion was approved.

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

**XI. NEW BUSINESS:**

**A. Huntley Road Construction Engineering Services Agreement for Federal Participation and Related Local Public Agency Forms**

Trustee Yuscka introduced this item for discussion for Phase 3 construction engineering for the Huntley Road Widening and Reconstruction Project.

He said the estimated cost of the contract for Phase 3 is \$849,392. He added that pursuant to our federal agreement and previously authorized intergovernmental agreement with Carpentersville, the Village will be taking the lead role in administering and managing these contracts.

Trustee Yuscka said that the Phase 3 agreement has an estimated cost of \$850,000, of which 70% will be picked up by the State and Federal grants, and the \$55,000 local share is to be shared equally between West Dundee and Carpentersville. He said the Village’s out-of-pocket expenses for our local share of the Phase 3 engineering would be \$127,500.

**MOTION:** Moved by Trustee Yuscka and seconded by Trustee Hanley to authorize the execution of (1) the Construction Engineering Services Agreement for Federal Participation for Huntley Road, between the Village of West Dundee and Baxter & Woodman and (2) remaining Local Public Agency forms. Upon roll call, motion was approved

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

**NAYS:** None

## **B. Six Month Financial Report**

The Six Month Financial Report, prepared by Director Danielson and the Finance Department was presented by Trustee Kembitzky. Overall, she stated that the Revenue and Expenses for the first six months of the fiscal year are on track and that there are no areas of concern regarding the Village's finances. The one-time development revenues, mostly associated with the Springs at Canterfield Development have been backed out of our year end projections and according to the report, it is projected that revenues will exceed expenses by approximately \$75,000.

It was noted that sales tax revenues, although still far from levels of several years ago, appear to be on track to meet our budgeted amounts. State shared revenues, such as Income Tax, State Use Tax, and Motor Fuel Tax, are also on target and as a whole the 2017/18 budget figures should be met.

Director Danielson noted that the Employee Health Insurance line items throughout the various Departments' budgets are skewed due to the fact that during the first six months of the fiscal year, seven premium payments have been made.

It was noted that due to the Water and Sewer Tap-On Fees paid by the Springs at Canterfield Development, the cash position of the Water and Sewer Fund has increased significantly. As of October 31, 2017, the Water and Sewer Fund had a cash/investment balance of (\$723,481). This is an improvement of almost \$700,000 from the balance of (\$1,417,951) one year previously.

Trustee Kembitzky thanked Director Danielson for his report and the efforts of all involved in ensuring that the Village's finances remain on target. President Nelson agreed as well.

## **C. 2017 Property Tax Levy Discussion**

Trustee Kembitzky said this is the beginning of the discussion on the property tax levy which by state statute, an Ordinance must be filed with the County Clerk before the last Tuesday in December. The funds identified in the tax levy and collected through the property tax process are utilized by the Village, along with other revenue sources to fund the annual budget.

Manager Cavallaro said that for the 2017 tax levy, the total assessed valuation for West Dundee is expected to increase by approximately 9.54%. He put forth three (3) options for the Board to discuss and asked for their direction.

Option 1 would have an overall increase of \$61,848 from last year's levy. He said he would project the 2017 tax rate for the Village would decrease from \$1.90 per \$100 EAV to \$1.75 per \$100 EAV and would represent an increase of approximately 1.5%.

Option 2, is in response to the Board's direction to examine options to continue to search for available revenues to address the Village's on-going capital improvement needs (including the funding of an annual street and infrastructure program. This option would fully fund the capital

funding program and provide \$900,000 in recurring revenues committed to capital. He said if this option is preferred, the 2017 tax rate for the Village would decrease from \$1.90 per \$100 of EAV to \$1.88 per \$100 of EAV. He said that under this option the overall extension (in actual dollars) would represent an increase of 8.6%.

Option 3 would increase the levy by 4.4% with the remaining amount taken from the fund balance within the General Corporate Fund. Under this option, an additional transfer of \$175,000 from the General Corporate Fund to the Capital Projects Fund would be incorporated in the 2018/19 budget. He said that the downside to this option is that, continuing one-time transfers from the General Fund balance is not a sustainable revenue source to fund an ongoing and recurring capital program.

Discussion was held on the three options with the majority of the Board opting for Option 2, with Trustee Anderley preferring Option 3 and Trustee Wilbrandt preferring to hold the levy flat.

**XII. MISCELLANEOUS/FUTURE AGENDA ITEMS:**

- A. Analysis of downtown properties in relation to the Historic District (February 2018).

**XIII. ADJOURNMENT:**

**MOTION:** Moved by Trustee Price and seconded by Trustee Kemitzky to adjourn the Regular Board Meeting. The motion was approved by voice vote.

The Regular Board Meeting adjourned at 8:36 pm.

**ATTEST:**

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Barbara Traver  
Village Clerk

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Christopher Nelson  
Village President