

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

**October 7, 2019 - 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 Cheryl Anderley, Dan Wilbrandt, Michelle Kembitzky, Tom Price, Pat Hanley and Andy Yuscka.

Also present were Village Manager Joseph Cavallaro, Public Works Director Eric Babcock, Interim Police Chief Tony Gorski, Finance Director David Danielson, Community Development Director Tim Scott and twenty-five (25) people in the audience.

III. PLEDGE OF ALLEGIANCE:

Trustee Wilbrandt led the Board and 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:

A. Oath of Office – Police Officer Lauren Rickett

Interim Police Chief Gorski presented brief background information about Officer Rickett explaining that she is fully qualified, having served for three (3) years with the Berkley Police Department.

Police Commissioner Jeff Mack administered the Oath of Office to Lauren Rickett and Interim Chief Gorski administered the Law Enforcement Oath of Honor to Lauren and the attending Police Officers.

VI. REPORTS & QUESTIONS FROM TRUSTEES & WORKING GROUPS:

Trustee Hanley commented on the Police staffing in the Downtown area.

VII. VILLAGE STAFF REPORTS:

Manager Cavallaro said he will put a schedule together for Fall Leaf Collection, which begins the week of October 21, 2019.

VIII. QUESTIONS FROM THE AUDIENCE:

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|----|-------------------------|--------------------------|
| A. | Items on the Agenda: | No Questions or Comments |
| B. | Items not on the Agenda | No Questions or Comments |

IX. CONSENT AGENDA:

- A. Ratification of Manual Check: September 24, 2019
- B. Approval of Bill List: October 7, 2019
- C. Approval of Minutes: Regular Board Meeting, September 23, 2019
- D. Intergovernmental Agreement for Continuation of Electronics Recycling in 2020
- E. Professional Services Agreement for Fire Chief Recruitment

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- Text Amendment to Zoning Code Related to Setback Accessory Structures

Director Scott said that a text amendment to the zoning code that would ensure consistency among sections and reflect practice for side yard setback of accessory structures.

MOTION: Moved by Trustee Price and seconded by Trustee Hanley to approve an Ordinance Amending Title 10 Zoning Regulations of the Municipal Code Addressing Side Yard Setback for Accessory Structures. Upon roll call motion was approved.

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

NAYS: None

ABSTAIN: Trustee Wilbrandt

XI. UNFINISHED BUSINESS:

A. Recommendation to Award Contract-Downtown Redevelopment Stage 2

Trustee Price said the Board authorized the solicitation of bids for the final engineering plan for the Downtown Redevelopment Stage 2 project at the September Board Meeting. He said seven bids were received with the total bids ranging from a low of \$384,000 to a high of \$560,000.

He added that funding for this project was identified previously to come from the future anticipated one-time revenues from this year from the Seasons on Randall Road and Casey's.

Manager Cavallaro said that the amounts total \$1,887,329 to be transferred to the Fund 4 Capital Projects Fund, where they would be available as funding for the Downtown Redevelopment Stage 2 project in the amount of \$384,000. The remaining balance of \$1,503,329 would be available for future capital improvements within the community.

MOTION: Moved by Trustee Price and seconded by Trustee Hanley to award a contract to a. Lamp Concrete Contractors, Inc. for Downtown Redevelopment Stage 2, in an amount not to exceed \$384,000. Upon roll call, motion was approved.

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

NAYS: None

MOTION: Moved by Trustee Price and seconded by Trustee Hanley to authorize a budget adjustment for the transfer of one-time revenues in an amount of \$846, 494 from the General Fund to the Capital Projects Fund, and \$1,040,835 from the Sewer and Water Fund to the Capital Projects Fund, within the Fiscal Year 2019-20 Budget with \$384,000 of that amount as funding for The Downtown Redevelopment Stage 2 Project. Upon roll call, motion was approved.

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

NAYS: None

XII. NEW BUSINESS

President Nelson asked that Item C be presented first.

C. Recommendation to Authorize Village Hall HVAC Repair

Trustee Yuscka said that the furnace at Village Hall is deteriorating rapidly and the air conditioning system has failed entirely. Quotes have been solicited for the contractual repair of these systems and authorization to complete the work is being requested.

Three quotes were received and Leith Heating & Cooling was the lowest quote received. He said Leith Heating & Cooling has consistently submitted competitive quotes for HVAC work and has successfully facilitated several similar repairs for the Village in recent years.

MOTION: Moved by Trustee Yuscka and seconded by Trustee Kembitzky to authorize contractual repair of the air conditioning and heating systems at Villager Hall through Leith Heating & Cooling at a cost of \$12,994.00. Upon roll call, motion was approved.

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

NAYS: None

A. FY2018-19 Comprehensive Annual Financial Report

Trustee Kembitzky presented this item to the Board stating that the 2018/2019 is being presented for review and approval.

Finance Director Danielson informed the Board that the CAFR that was included in the meeting packet is still in electronic form and once formally approved, copies will be distributed to the Board.

Director Danielson introduced Mr. Ed Tracy from the accounting firm of Selden Fox, who assumed the role of principal auditor when the previous auditor left the firm. Mr. Danielson commended Mr. Tracy for completing this year's audit in an exemplary fashion.

Director Danielson pointed out to the Board that the Adjusting Journal Entries for FY19 are attached to the Communications Letter and after review, will be posted to period 13 in FY19. He stated that due to the fact that Selden is onsite so quickly after the close of the fiscal year that Selden Fox has made the decision to prepare all of the adjustments rather than duplicating efforts with the staff of the Finance Department.

Mr. Tracy presented the Board with a general overview of the CAFR and commented on the continued strengthening of the Village's fund balances, especially within the General Fund.

Mr. Tracy discussed the new GASB 75 standards that went into effect and are included as part of this report. GASB 75 measures future liabilities regarding post employment benefits for the Village retirees and this amount has been determined to be approximately \$1.5 million.

Director Danielson said that any post employment benefits that are offered are mandated by State Statutes and the Village offers no additional benefits than what it is legally obligated to do.

Trustee Kembitzky raised a question regarding the Water and Sewer Fund and the “due to” amount that is owed to the Capital Projects Fund for the past projects that were undertaken.

Manager Cavallaro said that he and Director Danielson will be preparing a response to this matter.

In closing, Director Danielson encouraged the Board to review the report’s Transmittal Letter and the Management Discussion and Analysis as these sections provide a narrative overview of the fiscal operations of the Village. He closed by stating that it is his intentions to submit the FY19 to the GFOA for consideration of a Certificate for Excellence Award.

MOTION: Moved by Trustee Kembitzky and seconded by Trustee Yuscka to approve the Village of West Dundee Comprehensive Annual Financial Report for the fiscal year ended April 30, 2019 as presented. Upon roll call, motion was approved.

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

NAYS: None

B. Senior Housing Concept Plan for the Southwest Corner of Route 31 and Boncosky Road

Director Scott said that Nelson Construction and Development has expressed an interest in approximately twelve (12) acres at the northwest corner of Route 31 and Angle Tarn with the goal of developing a senior housing campus consisting of approximately 200 units of independent living, assisted living and memory care units.

He added that the twelve (12) acres Nelson wishes to develop is part of the larger 18-acre site that is bordered by three streets, Route 31, Angle Tarn, and Boncosky Road.

Jacob Wolfgang, Development Project Manger, from Nelson Construction and Development presented a power point presentation on the site plan and elevation illustrations. The proposal consists of approximately 200 units, 88 units for assisted living, 32 memory care units and 120 independent living units. Elevations would vary from one to three stories, with the memory care units located in the one story structure.

It is their desire to landscape the site thoroughly, with a strong entry feature, courtyards and a very significant buffer at the west property line to screen the established neighborhood (Fairhills).

A discussion was held regarding the operation of the facility (some are owned by the Company, others are on a case-by-case basis) parking capacity (parking underground with some outside parking mainly for employees, visitors), number and design of buildings , desire to have a much hardier buffer for the Fairhills subdivision, rental costs (market rate), Angle Tarn entrance rather than Route 31 or Boncosky Road, roadway configuration in the proposed development, open space and storm water basins.

Michael Fries, a Fairhills resident, asked how the residents in Fairhills will benefit from senior living, mainly how it would affect their property values, why the entrance at Angle Tarn, rather than Boncosky and the average number of ambulances which would come to the facility. He also asked about having a park for the residents of Fairhills.

President Nelson said the concept plan fills a void in the community for people who have lived here for a number of years and want something transitional and still remain in the area. He added that property tax derived from this type of development benefits the community, as well as not requiring a lot of services, don't have children who use the schools and don't usually ask a lot of our public safety service.

Manager Cavallaro said he will provide Mr. Fries a copy of the master plan for the entire area from Century Plaza to the Cemetery and Canterfield West to Fairhills.

MOTION: Moved by Trustee Price and seconded by Trustee Yuscka to recommend that Nelson Construction and Development submit its plan for Senior Housing Campus for consideration via the Village's required entitlement process. Upon roll call, motion was approved.

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

NAYS: None

XIII. MISCELLANEOUS / FUTURE AGENDA ITEMS:

XIV. ADJOURNMENT:

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

The Regular Board Meeting adjourned at 8:41 pm.

ATTEST:

Barbara Traver
Village Clerk

Christopher Nelson
Village President