

**REGULAR BOARD MEETING**  
**Village Hall, 102 S. 2<sup>nd</sup> Street**

**January 22, 2024 – 7:30 pm**  
**Village of West Dundee**

**I. CALL TO ORDER:**

President Nelson called the Regular Board Meeting to order at 7:30 p.m.

**II. ROLL CALL:**

Present were Village President Christopher Nelson, Village Manager, Joseph Cavallaro, Village Trustees Mark Johnson, Cheryl Alopogianis, Cheryl Anderley, Dan Wilbrandt, and Tom Price. Trustee Andy Yuscka was absent.

Also present were Village Attorney Kathleen Field Orr, Police Chief Anthony Gorski, Fire Chief Michael Spiro, Director of Public Works Eric Babcock, Director of Economic Development Timothy Scott, and Community Development Director Thomas Moszczynski.

There were nine (9) people in the audience.

**III. PLEDGE OF ALLEGIANCE:**

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

**IV. APPROVAL OF AGENDA:**

**MOTION:** Moved by Trustee Price and seconded by Trustee Alopogianis to approve the agenda as presented. Upon roll call, the motion was approved by acclamation.

**AYES:** Trustees Price, Johnson, Alopogianis, Anderley, and Wilbrandt

**NAYS:** None

**ABSENT:** Trustee Yuscka

**V. VILLAGE PRESIDENT’S REPORT: None**

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

Trustee Alopogianis reminded the Board that the Chamber of Commerce is hosting an Open House at the Public Works facility on Thursday morning.

Trustee Johnson thanked Manager Cavallaro and Director Moszczynski for staying on top of management for Spring Hill Senior Residence regarding the lack of plowing during the recent snow event and added that if they need any help in the future regarding this to let the Board know.

Trustee Wilbrand expressed his disappointment that the Dundee Township Park District is moving their concert series from Friday evenings to Tuesday evenings as he and his family like to attend the Friday evening events.

He asked if this was something that the Village requested or the Dundee Township Park District. Manager Cavallaro replied that this was something the DTPD requested. They feel it’s easier to book entertainment on Tuesdays and would be easier for the staff to coordinate.

**VII. STAFF REPORTS:** None

**VIII. QUESTIONS FROM THE AUDIENCE:** None

**IX. CONSENT AGENDA:**

- A. Approval of Minutes: Regular Board Meeting – December 4, 2023
- B. Ratification of Checks: 12/28/23
- C. Approval of Bill List: 1/22/2024
- D. North Parking Lot Water Improvements, Design Engineering
- E. Dundee Township Park District – Concert in the Park Events
- F. Class A Liquor License Request – Sonesta Select Elgin
- G. Class A Liquor License Request – Arctic Wolf Ale House

**MOTION:** Moved by Trustee Johnson and seconded by Trustee Price to approve the Consent Agenda as amended. Upon roll call, the motion was approved.

**AYES:** Trustees Johnson, Alopogianis, Anderley, Wilbrandt and Price

**NAYS:** None

**ABSENT:** Trustee Yuscka

**X. RESOLUTIONS AND ORDINANCES**

**A. Ordinance Repealing Ordinance Number 2022-34 and Approving Conveyance of a Permanent Easement to the Canterfield Corporate Campus Association**

Trustee Price said that in November of 2022, the Board approved an ordinance approving a license and hold harmless agreement with the Canterfield Corporate Campus Association (CCCA) for the use of the public right of way within and along Canterfield Parkway East for landscaping installation and its ongoing maintenance. Trustee Price said that this ordinance is for a permanent easement to install and maintain a higher level of landscape which would raise the aesthetic bar for light industrial development.

**MOTION:** Moved by Trustee Price and seconded by Trustee Anderley to approve an Ordinance Repealing Ordinance 2022-34 and Approving Conveyance of a Permanent Easement to the Canterfield Corporate Campus Association for Landscaping Installation and its Ongoing Maintenance within and along the Canterfield Parkway East Public Right of Way at the Canterfield Corporate Campus.

**AYES:** Trustees Price, Johnson, Alopogianis, Anderley and Wilbrandt

**NAYS:** None

**ABSENT:** Trustee Yuscka

## **B. Ordinance Authorizing Parameters for a 2024 General Obligation Bond Issue**

Director Danielson said that pursuant to discussions regarding the future acquisition of Spring Hill Mall staff has been working with the Village's Financial Consultant, Speer Financial, and Bond Counsel on the matter of the upcoming \$20M bond issue for the Spring Hill Mall Area Redevelopment Project.

Director Danielson reviewed the Parameters Ordinance which would allow the Village Board to adopt an ordinance authorizing the sale of bonds at a future date as long as certain parameters are met. This includes the maximum par amount, interest rate, maturity dates, etc. In addition, the Parameters Ordinance allows more flexibility in setting a sale date for the bonds to achieve the best issuance cost for the benefit of the Village.

As outlined in the Parameters Ordinances, the following are the conditions of the sales that must be adhered to

- Par amount not to exceed \$22,000
- Final maturity date no later than January 1, 2044
- Maximum coupon rate of 7%
- Maximum annual tax levy/debt service no greater than \$2,000,000
- Minimum purchase price of 97% of par.

Director Danielson provided an overview of the call that he and Manager Cavallaro had with Moody's Investor Services to discuss this bond issue and to update the Village's bond rating and the Aa3 rating that was provided. He stated that despite the strong financial position of the Village, Moody's retained the existing Aa3 bond rating due to the increase in debt that the Village will be undertaking with the upcoming bond issue.

**MOTION:** Moved by Trustee Price and seconded by Trustee Alopogianis to adopt the attached Parameters Ordinance authorizing and providing for the issuance of bonds in an amount not to exceed a par value in excess of \$22M for the Spring Hill Mall Redevelopment Project.

**AYES:** Trustees Price, Johnson, Alopogianis, Anderley and Wilbrandt  
**NAYS:** None  
**ABSENT:** Trustee Yuscka

## **C. An Ordinance Amending the Fire Code to Prohibit Indoor Fire Performances**

Trustee Wilbrandt explained that this Ordinance is to address fireworks and explosives in the Village. This Ordinance intends to protect the public from any unintended risks while still providing entertainment value. Open flame performances include fire breathing, fire dancing, and hand-held fire juggling which all include fuel that is ignited. This proposed ordinance will prohibit any type of theatrical open flame performances inside any structure in the Village.

**MOTION:** Moved by Trustee Wilbrandt and seconded by Trustee Price to adopt an Ordinance Amending Title Five Chapter 1 of the Fire Code – Prohibiting open flame devices and performances.

**AYES:** Trustees Wilbrandt, Price, Johnson, Alopogianis and Anderley  
**NAYS:** None  
**ABSENT:** Trustee Yuscka

**D. Resolution Authorizing the Execution of the Seventh Supplemental Agreement – Fox River Water Reclamation District**

Manager Cavallaro explained that this Resolution is for the proposed Seventh Supplemental Agreement with the Fox River Water Reclamation District (FRWRD). The agreement memorializes the Village's pro rata obligation based on recent improvements undertaken by FRWRD regarding the Village's sanitary sewer capacity allocation for phosphorous removal.

**MOTION:** Moved by Trustee Price and seconded by Trustee Johnson to adopt a resolution authorizing the execution of a Seventh Supplemental Agreement between the Village of West Dundee and the Fox River Water Reclamation District (FRWRD).

**AYES:** Trustees Price, Johnson, Alopogianis, Anderley and Wilbrandt

**NAYS:** None

**Absent:** Trustee Yuscka

**XI. UNFINISHED BUSINESS**

**A. Professional Services Agreement – Recruitment for Assistant Village Manager for Finance and Administration**

President Nelson explained that with Director Danielson's pending retirement, he, and Manager Cavallaro discussed utilizing GovHR to assist with the recruitment of someone with a strong financial background to serve as Finance Director for the foreseeable future with the potential to move into the Village Manager in the future.

Trustee Johnson inquired about the recruitment process and asked if it would make sense to post the job for a given period rather than spending \$12,000.

President Nelson said that GovHR is the premiere agency that most communities in the northwest suburbs use for recruitment, and they attract a particular candidate. Trustee Wilbrandt added that using GovHR weeds out about 75% of the candidates.

Manager Cavallaro added that finance positions are difficult to fill as of late, and any assistance would be of great benefit.

Trustee Anderley asked if we could look for someone on staff to take on HR responsibilities, someone who is removed from the day-to-day operations of the Village. Manager Cavallaro provided an overview of how HR issues are currently handled in the Village and outlined the avenues available to employees.

President Nelson asked if staff could research how other communities in the area handle HR for their organizations.

**MOTION:** Moved by Trustee Anderley and seconded by Trustee Alopogianis to authorize the execution of a Professional Services Agreement with GovHR USA for the recruitment of the Assistant Village Manager for Finance and Administration in an amount not to exceed \$11,500, plus optional recruitment services as needed.

**AYES:** Trustees Anderley, Wilbrandt, Price, Johnson, and Alopogianis

**NAYS:** None

**ABSENT:** Trustee Yuscka

**B. Intelligentsia Cup Bike Race 2024 – Special Event Request**

Trustee Price explained that this is a very popular community event, and this is the annual agreement for the race. The Village agrees to contribute a total of \$9,000 in assistance with the remaining funds being raised by the local community group. The Board thanked the local group who were in attendance for their hard work on this community event.

**MOTION:** Moved by Trustee Price and seconded by Trustee Wilbrandt to execute the agreement and authorize the Special Event request for the Intelligentsia Cup Bike Race, a financial commitment of approximately \$9,000 towards the race, and utilization of the Village’s special event insurance for the overall event.

**AYES:** Trustees Price, Johnson, Alopogianis, Anderley and Wilbrandt  
**NAYS:** None  
**ABSENT:** Trustee Yuscka

**XII. NEW BUSINESS**

**A. Authorization to Solicit Proposals – Backflow Testing and Certification**

Director Babcock explained that Public Works has prepared specifications for a new backflow testing contract and is requesting authorization to solicit proposals.

President Nelson requested that background checks on all contracted employees be conducted before they go into homes and thought that online booking would make it a lot easier for residents.

**MOTION:** Moved by Trustee Price and seconded by Trustee Alopogianis to authorize staff to solicit proposals for backflow testing and certification services.

**AYES:** Trustees Price, Johnson, Alopogianis, Anderley and Wilbrandt  
**NAYS:** None  
**ABSENT:** Trustee Yuscka

**B. Authorization to Solicit Proposals – Randall Road WTP Valve Replacement**

Director Babcock explained that Public Works has prepared specifications for the replacement of all treatment process valves at the Randall Road Water Treatment Plant and is seeking authorization to solicit proposals. He went on to explain that the valves are all original and not only are they aging, but they are also clay bell-shaped which is not optimal. The specifications are to put in standard air-activated valves.

**MOTION:** Moved by Trustee Alopogianis and seconded by Trustee Anderley to authorize staff to solicit proposals for the replacement of process valves at the Randall Road Water Treatment Plant.

**AYES:** Trustee Alopogianis, Anderley, Wilbrandt, Price and Johnson  
**NAYS:** None  
**ABSENT:** Trustee Yuscka

### **C. Discussion Regarding the Option of a Special Census**

Kelly Mastera, Management Analyst, explained that as part of the due diligence process regarding the possibility of conducting a Special Census, staff determined that it may make sense to conduct a Special Census due to the population increases because of new development in West Dundee, specifically at The Reserve at Randall Road, Spring Hill Senior Residences, and The Woodlands at Canterfield. Staff confirmed that not all the new developments and housing units were included in the 2020 Census. It is estimated that approximately 600 West Dundee residents may have not been counted in the last census.

Ms. Mastera explained that a Special Census can be conducted if initiated by the Village, however, the Village would be responsible for covering the upfront cost of the Special Census which is estimated to cost \$367,000.

Trustee Johnson asked about the return on investment if we pay the \$367,000 upfront and the Special Census comes back showing an increase in the number of residents.

Ms. Mastera reviewed the charts that were provided to the Board in her memo, the Estimated Increase in Revenue based on Population Growth over 5.5 years and 4.5 years, and explained that currently, the Village receives about \$224.34 per resident from the Local Government Distributive Fund (LGDF), and with the possibility of up to an additional 600 residents being counted, the Village would receive around \$134,600 more per year. If the additional \$15,000 in annual funding from the High Growth Cities program through IDOT is included, which the village would qualify for again, the estimated annual increase in funding to the Village would be \$149,000.

Trustee Price asked what the typical response rate was for the last census to which Manager Cavallaro replied that it was approximately 40%.

President Nelson asked how this Special Census would be funded to which Manager Cavallaro said they would have to figure out where to add it for the upcoming budget and it would most likely fall under General Funds or Community Development.

A brief discussion was held about the timing and the process of the census and direction was given to staff to proceed with the process of conducting a Special Census for the Village.

### **D. Authorization for Staffing and Administrative Training Officer**

Trustee Wilbrandt said that the topic of staffing levels for the Police Department is on the agenda again tonight and the diagram that was provided in Chief Gorski's memo to the Board was helpful to understand the staffing needs. He explained that the addition of a Training Officer would keep everyone on track, would greatly benefit West Dundee, and keep the department cohesive.

The Police Department is requesting the authority to hire 2 new officers based on the retirement of School Resource Officer McCarthy and Officer Rose.

Based on Officer Rose's release for light duty last month and his expected lengthy delay in returning to unrestricted police duty, the Village is working to utilize his talents and create a position with responsibilities that would help and assist the Police Department and the Village on a long-term basis.

**MOTION:** Moved by Trustee Wilbrandt and seconded by Trustee Anderley to authorize the hiring of two full-time sworn officers, from the Accelerated Entry / Lateral Transfer Eligibility Register, should any applicants present themselves.

**AYES:** Trustees Wilbrandt, Johnson, Alopogianis, Anderley and Price

**NAYS:** None

**ABSENT:** Trustee Yuscka

**MOTION:** Move to authorize the creation of the administrative position of Administrative Training Officer (ATO) to assist with the training, development, and tracking of recruit and probationary officers along with tracking ILETSB requirements, pursuant to the SAFE-T Act.

**AYES:** Trustee Wilbrandt, Johnson, Alopogianis, Anderley and Price

**NAYS:** None

**ABSENT:** Trustee Yuscka

### **XIII. MISCELLANEOUS**

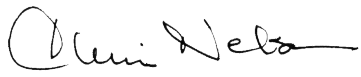
### **XIV: ADJOURNMENT:**

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

The Regular Board Meeting adjourned at 8:18 p.m.

### **ATTEST:**

  
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Mary Jo Pape  
Village Clerk

  
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Christopher Nelson  
Village President