West Dundee *WINTER 2013* Village Newsletter

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Friday, December 6th

Living Windows, Main Street & River Street

East Dundee

Tree Lighting & D-C Chamber Choir Santa Claus Arrives at the Depot EW Strolling Holiday Quartet Sing-a-long Immanuel Lutheran Children's Choir EW River Street Wonderland Passport begins

West Dundee

Village Hall Warming House and Santa

7pm

West Dundee

Tree Lighting & D-C Chamber Choir Fezziwig's Family Festivities, VFW

ast Dundee "Carol for a Can"

Start at Bandito Barney's, follow a professional quartet and carol to the Downtown businesses. Bring a canned good for the FISH Pantry.

en route through the 'hood, collecting canned goods for the FISH Pantry. River Street Wonderland Passport Continues

Ew East Dundee Sing-Off at The Depot

Bring your cellphone light and all canned goods collected! Winners will be asked to perform in the Spirit of Christmas parade

Saturday, December 7th

Spirit of Christmas Parade

Activities Throughout the Day!

East Dundee

Gingerbread Houses on Display, River St River Street Wonderland Passport continues

West Dundee

Santa's Workshop & Petting Zoo, Christmas Tree Sales & Ron Rhoades Festival of Trees, Grafelman Park

Childrens's Drop-In Holiday Craft, Library

Sweets & Crafts Shop and Gingerbread

Cookie Walk, Boutique & Nativity Walk, First Congregational

Dickens of a Christmas Sale & Lunch, Bethlehem Lutheran

Reading of A Christmas Carol, Mansion **Bed & Breakfast**

IEW Gingerbread House Decorating Winners Announced 316 River St.

Dickens' Christmas Dinner & Dance. Randall Oaks Golf Club.

.6-8pm

NEW House Decorating Judging Entry forms available online or Village

Sunday, December 8th

Christmas at Centerville School, Randall Oaks Park

5pm

Winners of House Decorating Contest Announced

The **West Dundee Village Newsletter** is published quarterly as a public information service for Village residents and businesses.

VILLAGE BOARD

West Dundee is governed by a Village President & Board of Trustees, elected at-large.

The Village Manager is responsible for the administration of Village activities and services.

Village President Christopher Nelson

Village Board of Trustees Patrick Hanley

Michelle Kembitzky

Billy Pflanz Tom Price Dan Wilbrandt Andy Yuscka

Village Manager Joseph Cavallaro

The Village Board meets on the 1st and 3rd Mondays of each month at 7:30 pm at Village Hall unless otherwise noted. The public is invited to attend and citizen participation is encouraged.

HOURS OF OPERATION

Village Hall:	Monday - Friday
102 S. Second Street	8:00 am - 4:30 pm
Public Safety Center #1: 555 S. Eighth Street (Rt. 31)	Monday - Friday 8:00 am - 6:00 pm
Public Safety Center #2:	Monday - Friday
100 Carrington Drive	8:00 am - 4:30 pm
Public Works: 900 Angle Tarn	Monday - Friday 7:30 am - 4:00 pm

IMPORTANT PHONE NUMBERS

Police/Fire Emergency Non-Emergency Dispatch	911 847-428-8784
Village Hall Police Administration (PSC 1) Public Works	847-551-3800 847-551-3810 847-551-3815
Fire Administration, Bldg Dept & Community Development (PSC 2)	847-551-3805



CALENDAR OF EVENTS

November

18	Regular Board Meeting	7:30 pm
25	Planning & Zoning Commission	7:30 pm
28+2	9 Village Offices Closed - Thanks	sgiving

30 SATURDAY Refuse Collection
 30 Final Yard Waste Collection
 Fall Leaf Collection Program Ends

December

Regular Board Meeting	7:30 pm
Appearance Review Commission	7:30 pm
Dickens in Dundee (dickensinde	ındee.org)
Regular Board Meeting	7:30 pm
Planning & Zoning Commission	7:30 pm
Village Offices Closed - Christmas	S
SATURDAY Refuse Collection	
	Appearance Review Commission Atthems in Annue (dickensing) Regular Board Meeting Planning & Zoning Commission Village Offices Closed - Christman

January

1	Village Offices Closed - New Year	rs Day		
4	SATURDAY Refuse Collection			
	Christmas Tree Collection (see page	7)		
6	Regular Board Meeting	7:30 pm		
7	Appearance Review Commission	7:30 pm		
10	Christmas Tree Collection (see page	7)		
20	Regular Board Meeting	7:30 pm		
27	Planning & Zoning Commission	7:30 pm		
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February

3	Regular Board Meeting	7:30 pm
4	Appearance Review Commission	7:30 pm
17	Regular Board Meeting	7:30 pm
24	Planning & Zoning Commission	7:30 pm

Please visit our website at **wdundee.org** for meeting agendas, news and information.

New this year for Dickens in Dundee

HOUSE DECORATING CONTEST

Are you a Martha Stewart or Clark Griswold when it comes to holiday decorating?

We are looking for talented residents of the Dundees to compete in an outdoor decorating contest in the following categories:

Best Dickens Theme
Best Use of Lighting
Best Use of Characters
Winter Wonderland
Apartment Dweller

Register your house by December 1, 2013 by sending

an email to decorating4dickens@gmail.com or submitting an entry form at Village Hall (East or West Dundee), Public Safety Centers or The Depot. Entries must include your name, address of the property, contact information and which category you would like to compete in.

Houses will be photographed and judged on December 7 between the hours of 6:00 and 8:00 pm (So leave the lights on!). Photos and addresses of participating homes will be posted online at sites.google.com/site/decoratingfordickens, where votes can be cast beginning after 8:00 pm Saturday, December 7 through Sunday, December 8 at 3:00 pm.

Winners will be notified and posted online by Sunday, December 8 at 5:00 pm. Besides bragging rights, prizes include, but are not limited to, Riverwalk Bricks to commemorate the occasion and a beautiful photo of your winning entry by West Dundee photographer Cindy Kennedy.

GINGERBREAD HOUSE DECORATING CONTEST



Create your own gingerbread house from scratch or purchase a kit for \$12 each from either Piece A Cake Bakery in East Dundee beginning November 18 or during the Gingerbread Village event between 10:30 am & 1:30 pm on December 7 at First United Methodist Church in West Dundee.

All entries must be made of gingerbread, be edible and have a base of no larger than 18". Decorated houses can be dropped off beginning Tuesday, December 3 at Piece A Cake Bakery, 304 River Street in East Dundee, and must be received by Saturday, December 7 at 1:30 pm.

Prizes will be awarded in two categories: Recreational (under age 18) and Professional (age 18+), as well as a "People's Choice" winner. Decorated houses will be on display throughout the week leading up to December 7, with ballots available for People's Choice judging at designated River Street businesses. **Winners must be present** at 316 River Street in East Dundee on December 7 at 3:00 pm for the final announcements.

The <u>entry form</u> and additional information are available at <u>www.dickensindundee.org</u> or at Village Hall (East and West Dundee), Piece A Cake Bakery and The Depot.

2013 - A YEAR IN REVIEW

From the Village President and Board of Trustees:

With all that has been going on this year, the Village continues to maintain its sense of community. We have seen the successful launch of the electrical aggregation program, numerous and significant infrastructure improvements, a newly elected Village President and three new Trustees, as well as participation in the Sister Cities program with our Sister City of Dundee, Scotland.

This is the Village's 4th year for the Earth Day, Every Day initiative, through which volunteer gardeners have helped maintain the Village's natural beauty. Downtown flower boxes were filled thanks to residents and local businesses, the entrance to West Dundee at Hamilton Drive and Huntley Road was cleared of weeds, bushes and trees were trimmed, and volunteers and area nurseries donated plant materials which were planted at Public Safety Center #2 and along the





A team of volunteers worked to reinstate the West Dundee Halloween Party, complete with a costume contest, scavenger hunt, hay rides, refreshments, games, face painting, crafts and dancing. Numerous local businesses supported the event through donation of prizes and funds. Over 800 individuals were estimated in attendance, providing a full van load of donations to benefit the FISH Pantry.

The Village, in conjunction with the Northern Kane County Chamber, initiated the first ever West Dundee

Volunteer of the Year Award. Four very deserving community members were nominated: Becky Gillam, Michael Dewey, Pam Griffin and this year's winner, Jill Harris. Please join us in thanking these individuals, and the many others that give back to our community, for their dedicated service.

For the past few budget cycles, in order to balance the budget, the Village has deferred most of its capital equipment replacement and infrastructure programs This year, funds were reallocated to allow these needs to be prioritized for the replacement of aging equipment for the Police, Fire and Public Works Departments. These purchases allow the Village to continue to deliver quality services in a safer and more efficient manner.

From the Community Development Department:

This year the community has welcomed new businesses, and seen positive investment into existing buildings and architectural plans for future undertakings.

Downtown has had new business activity and investment. The cornerstone historic building at 102 W. Main underwent a major renovation by the new owner and is now home to DreamCo Design. The Steeplechase Building at 205 W. Main was completely renovated by new owner and business, Ideosity. In September, the Underground Retrocade was opened for video and arcade game enthusiasts. In addition, plans are being finalized to renovate the Clearwater Theater into a new exciting music venue expected to open in 2014.



Tartans Crossings has gained new tenants including The Chubby Bullfrog Grill and Bar, Something 4U (gifts and treats), Mr. Cronin's Driving School and coming soon, Fast & Easy Quick Mart.

Several new businesses, events and initiatives were brought to Spring Hill Mall. Noteworthy events included the first outdoor Farmer's Market over the summer, the opening of the Flaming Grill in September, and the D300 Multicultural Festival in October. Spring Hill Mall Center Court is undergoing changes with the addition of new tables and chairs and a food service kiosk. Mall-wide wifi service went live in September, offering a unique convenience to Spring Hill Mall shoppers.



There is also a sale pending at the former O'Brien Furrier building on Eighth Street. To prepare for the use, the Village completed entitlements and public hearings for the Hamilton Academy, a private therapeutic day school for children of D300 and other local districts.

To allow for future West Dundee expansion, the Village completed public hearings for annexation of a large portion of the Randall Road frontage. A grant was also awarded to the Village to work with our neighboring communities of East Dundee, Carpentersville and Elgin on a regional housing study to help shape the future of West Dundee.

From the Police Department:

The Police Department family suffered a major loss with the passing of full time record's employee, Bonnie Hancock, a 14 year employee of the Village. Realizing the need to help control costs, her position was filled by 3 part-time employees, Kira Petronella, Tracy Runkel and Lisa Landry. This change allows greater flexibility in scheduling and reduced overtime costs. In 2012, the Police Department transitioned patrol staffing from 10 hour shifts to 12 hour shifts, resulting in more coverage on the street at a lower cost.

The Police Department received several grants this past year. The Department received a \$5,875 grant from the Kane County DUI Task Force. The money was used to replace the Department's outdated Intoximeter, which is used for breath tests for suspected DUI arrests. In an ongoing effort to keep officers safe, the Department also obtained \$1,420 from the National Institute of Justice's Bullet Proof Vest Partnership to help cover the cost of replacement bullet proof vests. To improve communications interoperability, the Police Department applied for and received a \$16,242 grant for the purchase of portable and mobile radios. These radios allow us to communicate on STARCOM21, the official statewide public safety radio network of Illinois; giving the Department access to a platform to coordinate outside agency responses in times of disaster.



You may have noticed new squad cars. The Department has begun to replace the old Ford Crown Victorias with new Ford Police Interceptor Utility vehicles. This change has allowed the Police Department to move to a vehicle with greater cargo area for the increasing amount of equipment that is required to carry out our duties. This also marks a move to more fuel efficient vehicles.

The West Dundee Police Department has proactively

2013 - A Year In Review (continued from page 5)

taken steps to prepare for the possibility of a violent event occurring in our area. These steps included securing specialized weapons, creating a Rifle Response Team, as well as training for all sworn officers in "Active Shooter" and "Rapid Response" tactics. The Department trains regularly for these types of events and puts the utmost priority on school safety.

From the Fire Department:

The Village of West Dundee has purchased a much needed new ambulance for use by the Fire Department. The new ambulance replaces our oldest ambulance which was purchased in 1997. The new ambulance was part of a combined purchase in conjunction with the City of Elgin which saved the Village a considerable amount of money.

The new ambulance purchase was followed up with the capital purchase of two new Zoll Cardiac Monitors. This puts West Dundee Fire Department on the cutting edge of cardiac care for our residents in treating ST Elevation Myocardial Infarction heart attacks. The new monitors transmit 12-Lead ECG's to the hospital. This helps to activate the deployment of the Cardiac Catheter Lab team in the event of a STEMI heart attack, while the patient is still in their home. Since time is critical in the treatment of a heart attack, this equipment will allow paramedics to decrease the time for treatment for a person having a heart attack.

Through collaboration with East Dundee, Carpentersville and Rutland-Dundee Fire Departments, West Dundee's Fire Department brought Fire Prevention Day back to Spring Hill Mall. The event took place on October 12, during which firefighters interacted with 500 children and provided safety talks, fire apparatus tours and handed out fire safety material. The children had pictures taken with local firefighters.



From the Public Works Department:

The Public Works Department provides for many of the services West Dundee residents enjoy day to day, such as snow plowing, leaf pick-up, infrastructure maintenance and production of water.



2013 has been a year of challenges, growth, and change for the Public Works Department. Staff continues to ensure that the infrastructure of the Village is maintained and works daily. Since January 1, 2013, we have responded to and resolved 12 water main or water service line failures throughout the Village. Also, we responded to 22 separate snow or ice control events this year. You may remember, or might not even know, that the Village was featured in a WLS Channel 7 News Report with Lea Hope during the last heavy snow event in early March.

In addition to those more visible maintenance issues, the Public Works Department maintains most of the infrastructure that residents utilize every day. For example, we removed and replaced over 370 feet of sidewalks throughout the Village. In addition, over 330 feet of sidewalks were edge ground to remove trip hazards. Currently, the Public Works Department is in the process of conducting the 2013 Leaf Collection program, and have collected 177 loads of leaves in 24 working days.

The Public Works Department is also tasked with maintaining Village facilities and the Department Fleet. We have overseen masonry and roof repairs at Public Safety Center #2, installed energy efficient lighting at Village Hall, Public Safety Center #1 and Public Works, and installed new controls at several of the water system sub stations which will decrease the overall power consumption, and by extension, the cost to operate these facilities. 2013 also marked the third year in which portions of the Department's fleet were re-painted to extend their service life. Two of the oldest trucks in the Public Works fleet, a 1997 and a 1998 pickup truck, will be replaced later this year.

Finally, we wished farewell and good luck to Patti Dahlke, the Public Works Department Secretary. Patti worked for the Village for over 21 years. We wish her the best of luck and enjoyment as she begins this new phase in her life. This position has been filled utilizing 2 part-time employees, Christin Mangan and Terri Dalke, providing a decrease in personnel costs for the department.

FALL LEAF COLLECTION PROGRAM

The Village's annual Leaf Collection Program began in late October and will continue **until November 30**.

Please rake leaves into the street approximately one foot from the curb. Be sure the pile consists of **leaves only**, and is free of sticks, rocks, and other debris that will damage leaf collection equipment.



Public Works crews try to clear each street at least once per week. After the leaves are collected from your street, please wait a few days before placing more leaves on the street. Remember, it is a violation of the Village Ordinance to burn leaves.

To prevent injury, please do not allow children to play in or around leaf piles in the street. Don't park vehicles over leaf piles. Parking over leaves obstructs the collection process, and the heat from exhaust pipes can start the leaves on fire.

Leaves can also be bagged for disposal as yard waste. Please remember that **curbside yard waste collection also ends on November 30**. Place bagged leaves on the curb in a craft bag or open garbage can no earlier than Thursday. Do not mix leaves with regular household trash.

After November 30, yard waste should be stored for disposal in the spring.

BUDGET PROCESS BEGINS

The Village has begun planning and preparation for the Fiscal Year 2014-2015 budget.

In the next several months, the Finance Department, Staff and Board of Trustees will devote a considerable amount of time in developing a budget that is fiscally responsible and will allow the Village to operate within the constraints brought on by this challenging economy.

The Village remains in good fiscal health, however, the Board will begin the challenging process of evaluating revenues needed to continue to provide quality service levels provided to the residents and businesses of West Dundee.

Stay tuned for more information on the Budget in our Spring Newsletter.

ANNUAL LIONS CLUB CHRISTMAS TREE SALE

Come over to Grafelman Park to purchase your **Christmas tree**, **wreaths** and **garland** from the Dundee Lions Club.

Sales begin "Black Friday", November 29, from 10 am - 6 pm. Regular hours are:

Thursday & Friday from 6 pm - 8 pm Saturday & Sunday from 10 am - 6 pm

Dundee Lions will collect non-perishable food items and diapers for the FISH Pantry, and also eyeglasses, cell phones and battery chargers, hearing aids and old keys for recycling.



CHRISTMAS TREE RECYCLING

Start the New Year off right by recycling your Christmas tree with the Dundee Township Highway Commission.

Bring your tree (all decorations removed) to the Township Garage at 1900 Sleepy Hollow Rd (at Rte 72) until January 15.

Watch for signs in the area, or call Highway Commissioner Larry Braasch at 847-426-0898 for more information.

FREE CHRISTMAS TREE COLLECTION

FREE Christmas tree collections are scheduled for SATURDAY, **January 4** & FRIDAY, **January 10**, along with regular refuse collection within the Village.

Trees need to be stripped of all decorations and placed at the curb with the cut end facing the street. Trees do not have to be cut up, bundled or placed in yard waste bags. **Trees in plastic bags or wrapped in plastic will not be accepted.** In addition, trees or greenery covered with artificial snow can not be accepted.

Garlands and wreaths must be disassembled. The organic portion should be placed in a yard waste bag while the rest is discarded as refuse. If you live in a building with more than three units, contact your building owner or refuse hauler regarding Christmas tree disposal, or recycle it (see above).

ICE SKATING

Take a break from the holiday stress to enjoy ice skating with family and friends this winter.

Prairie Meadow Park, located on Village Quarter Road (south of Target), is open from sunrise to 10:00 pm for outdoor ice skating. Washrooms are available.

Leaf's Ice Centre on Wesemann Drive off of Route 72 (west of Randall Rd) offers indoor skating. Visit www.leafsicecentre.com or call 847-844-8700 for hours of Public Skating, Active Adult Skating, Teen Nights and more! Admission is \$7 and skate rental is \$3.

Grab your skates, we'll see you there!

Looking for a great HOLIDAY GIFT idea?

A personalized granite paving brick installed in Grafelman Park or along the Riverwalk make a long-lasting and thoughtful gift for the holidays, or any time of year, to honor or memorialize an individual, family or group.

The cost is \$50 per brick for spring installation and personalized gift certificates are available. Stop by Village Hall or <u>download the Gift Selections Form from www.wdundee.org</u> today!

For more information, call Village Hall at 847-551-3800 between 8:00 am & 4:30 pm, Monday thru Friday.



HEATING SEASON HAZARDS

Heating equipment fires are the second leading cause of home fires. In the fall and winter, many people use their fireplaces as a way to help heat the home and reduce heating costs. Unfortunately if the chimneys are not properly cleaned and maintained, creosote builds up resulting in chimney fires.

Keep the area around heating equipment clear. Do not place combustible materials too close to heat sources. Another cause of home fires is the use of space heaters, which if left unattended or placed too close to combustible materials can cause a fire. Never leave a space heater on if you are not at home or cannot monitor its use.

Fire is not the only potentially life threatening hazard that can occur if fireplaces and furnaces are not properly maintained, as the following personal message describes:

The Dangers of Carbon Monoxide:

Each year, about this time, we hear about the importance of having our furnaces and chimneys checked for the upcoming heating season. We are also told to make sure our CO detectors and smoke detectors, which are required by law, are functioning properly.

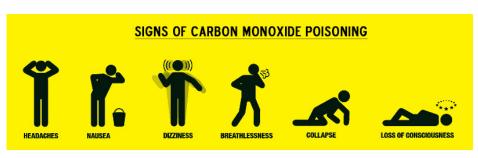
Each year we hear a tragic story about a loss of life due to a faulty furnace and not having a properly functioning CO detector or smoke detector in the home. Most recently, a family of four lost their lives in Merrillville, Indiana because they didn't have a properly functioning CO detector in their newly rented home.

As a firefighter, I know the importance of having a properly functioning CO detector and smoke detector in the home. Recently, my family experienced a carbon monoxide issue that could have ended tragically if not for a properly functioning CO detector. My daughter called me one evening around 8 pm saying that the CO detector was going off. She had taken the batteries out and put them back in, but the detector kept activating. She lives in West Dundee, so I ran over to her house to check things out. I checked the detector and determined that it was functioning properly. I then called the West Dundee Fire Department. The Fire Department responded and checked the entire house where they found readings from 80-180 parts per million. Industry guidelines say that 10 ppm creates a potentially dangerous situation.

Further investigation found that squirrels had built a nest in the chimney, blocking the flu pipe, causing the CO to back up in the house. If not for a properly functioning CO detector, I might have lost my daughter, son-in-law and 2 small grandchildren.

So please remember to have your furnaces and chimneys checked, and always have properly working CO detectors and smoke detectors on each level of your home. It may mean the difference between life and death for your family.

Lt. Jim Schuldt Jr. West Dundee Fire Dept



NICOR GAS ASSISTANCE & EFFICIENCY PROGRAMS

Nicor Gas promotes programs that can provide assistance with managing heating bills and natural gas use. Non-profit organizations and federal, state and local agencies offer a variety of programs to assist qualified individuals.

The Low Income Home Energy Assistance Program (LIHEAP) provides financial assistance through grants that do not need to be repaid. Percentage of Income Payment Plan (PIPP) participants pay a percentage of their income and receive a monthly benefit toward their bill. Learn more by calling 877.411.WARM (9276) or visiting www.liheapillinois.com.

The Nicor Gas Sharing Program provides one-time annual grants that do not need to be repaid. Learn more by calling 773-205-3520 or visiting www.nicorgas.com.

The Nicor Gas Budget Plan is a bill management program that provides a convenient way for customers to pay their natural gas bills and makes household budget planning easier. Customers interested in enrolling in the budget plan should visit www.nicorgas.com, and look under the Pay Your Bill section.

The Nicor Gas Energy Efficiency Program offers ideas and rebates to help customers save energy and money. For energy-saving tips and tools, visit www.NicorGasRebates.com.

SNOW REMOVAL OBLIGATIONS

Please help us to ensure safe travel for pedestrians and vehicles throughout the Village this snow season:

- Please clear snow from around the fire hydrants near your residence to allow emergency crews quick access in case of fire.
- Keep public and private sidewalks clear of ice and snow for everyone's safety, including that of school-age children who walk daily to their bus stop.
- Do not stockpile snow at street intersections.
 This can create a vision obstruction that places everyone at risk.
- Please do not deposit or blow snow or ice onto Village streets.
- Please help neighbors who are unable to clear snow from sidewalks.



DRIVEWAY APPROACH SNOW REMOVAL

The Village of West Dundee offers driveway approach snow removal to senior and disabled residents.

Snow removal is limited to the driveway approach from the public sidewalk to the curb, for snowfall events of 2" or more.

Snow removal is performed at the conclusion of the Village's snow removal obligations for all streets, parking lots, etc.

The cost for this service is \$15 for each removal. Participants are billed monthly, with payment due upon receipt of an invoice from the Village.

To sign up, please stop by or call Village Hall at 847-551-3800 to request an application or download the form from the Village's website, www.wdundee.org.

WINTER PARKING BAN IN EFFECT

On November 1st, the winter street parking ban went into effect, which prohibits parking on Village streets between the hours of 2 am and 6 am.

The purpose of the winter street parking ban is to ensure that in the event of overnight snowfall, the roads are unobstructed and can be completely cleared by the Public Works Department prior to the morning rush.



However, if you have short-term guests or your vehicle cannot be moved, permission *may* be granted for temporary overnight street parking. Call the Village's emergency dispatch center, **QuadCom**, **at 847-428-8784** with the vehicle's location, make, model and license plate number to request overnight street parking.

Please be aware, however, that in the event of two or more inches of snowfall, the vehicle may have to be moved at your expense and/or ticketed if it will inhibit snow removal operations.

The parking ban will remain in effect until April 1, 2013.

RECYCLE YOUR HOLIDAY LIGHTS

In addition to recycling of electronics and household batteries, you may also recycle your unwanted or non-functioning holiday lights at the West Dundee Public Works facility at 900 Angle Tarn.

Drop-off hours are Monday through Friday from 8 am-3 pm.

For a complete list of accepted items, please visit the recycling page at www.wdundee.org.

MAILBOX REPAIR & REPLACEMENT GUIDELINES

In the unfortunate event that a mailbox is damaged due to snow removal or other Village operations, the below guidelines shall apply:

- A properly installed mailbox damaged during Village operations will be repaired or replaced at a maximum cost of \$75.
- A temporary mailbox shall be provided pending repair and/or replacement, if eligible.
- Damage to mailboxes as a result of events beyond Village's control shall not be eligible for replacement.



SPEAK OUT ...provides another way for you to communicate with Village Officials.

Written comments can be mailed or placed in the drop box outside Village Hall, 102 S. Second Street, or emailed to villagehall@wdundee.org. Please be sure to include your name, address and e-mail address. Attach additional sheets of paper if needed.