

REGULAR BOARD MEETING
Village Hall, 102 S. Second Street

September 14, 2020 –7:30 pm
Village of West Dundee

I. CALL TO ORDER:

President Nelson called the Regular Board Meeting to order at 7:38 pm.

II. ROLL CALL:

Present were Village President Christopher Nelson, Trustees Cheryl Anderley, Dan Wilbrandt, Tom Price, Michelle Kembitzky and Andy Yuscka. Trustee Pat Hanley was absent.

Also present were Village Manager Joseph Cavallaro and Community Development Director Tim Scott.

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:

MOTION: Moved by Trustee Yuscka and seconded by Trustee Kembitzky to approve the agenda, as presented. Upon roll call, motion was approved by voice vote.

V. VILLAGE PRESIDENT'S REPORT:

President Nelson acknowledged the Proclamation proclaiming September 17-23 as Constitution Week.

VI. REPORTS AND QUESTIONS FROM TRUSTEES AND WORKING GROUPS:

There were no reports or questions.

VII. STAFF REPORTS: There were no staff reports.

VIII. QUESTIONS FROM THE AUDIENCE: There were none.

IX. CONSENT AGENDA:

- A. Ratification of Checks: September 14, 2020**
- B. Approval of Bill List: September 14, 2020**
- C. Approval of Minutes: August 17, 2020 Regular Board Meeting**

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

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

NAYS: None

ABSENT: Trustee Hanley

X. RESOLUTIONS AND ORDINANCES:

A. Ordinance Approving a Redevelopment Agreement with WT Properties Schaumburg1 LLC to Provide a Façade Grant for 102 W. Main Street

Ryan Triphahn, owner of 102 W. Main Street, said he is requesting an economic incentive in the form of a façade improvement grant to restore masonry and repaint their building. He said the west parapet wall of the building is in dire need of rehabilitation with about 8’ to 10’ of exposed masonry.

After a brief discussion among the Trustees regarding the economic incentive request, it was decided to allow the petitioner to receive the funds in a single payment.

MOTION: Moved by Trustee Kembitzky and seconded by Trustee Price to adopt an Ordinance Approving a Redevelopment Agreement by and between the Village of West Dundee and WT Properties Schaumburg 1 LLC to provide a Façade Grant Funded by TIF Funds and to Modify the Agreement to Include a One Time Payment in an Amount Not to Exceed \$9,725.25. Upon roll call, the motion was approved

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

NAYS: None

ABSENT: Trustee Hanley

B. Ordinance Amending the Development Agreement by and between the Village of West Dundee and Westbrook at Canterfield, LLC

Trustee Price said a request has been received from Nelson Construction & Development for an extension of the deadline to deliver a commitment for construction financing as required by the Development Agreement by and between the Village and Westbrook at Canterfield, LLC.

He added that Nelson acquired the property on April 17, 2020 and due to the financial climate resulting from COVID-19, the developer is requesting extensions of the dates to (1) deliver a commitment for the project’s construction financing from October 30, 2020 to December 31, 2020; (2) start construction of the project from March 31, 2021 to May 31, 2021; and (3) complete the project and obtain a certificate of occupancy from March 31, 2023 to May 31, 2023.

Director Scott said the developer remains committed to developing its high-quality project.

MOTION: Moved by Trustee Price and seconded by Trustee Kembitzky to approve an Amendment to the Development Agreement by and between the Village of West Dundee and Westbrook at Canterfield, LLC. Upon roll call, motion was approved.

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

NAYS: None

ABSENT: Trustee Hanley

XI. NEW BUSINESS:

A. Recommendation to Cancel Halloween Party/Facilitate Trick or Treat Hours

President Nelson said based on the Village’s adherence to the State’s guidelines and directions and the Village’s stated preference to not host or issue any Special Events for the duration of the State’s

COVID-19 disaster declaration, staff is recommending the cancellation of this year's Halloween Party.

A discussion was held regarding any liability for allowing trick or treating in the Village on Saturday, October 31 between the hours of 3:00 pm and 7:00pm, or whether or not it should be left to a personal decision to participate or not. It was decided to wait until the first Board Meeting in October for this decision to see if there will be a Gubernatorial Executive Order altering the allowance of Trick or Treating due to COVID-19.

MOTION: Moved by Trustee Yuscka and seconded by Trustee Anderley to cancel the 2020 West Dundee Halloween Party at Grafelman Park. Upon roll call, motion was approved.

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

NAYS: None

ABSENT: Trustee Hanley

B. 1101 Wesemann Drive: Consideration of an Economic Incentive – Permit Fee Reduction for a New Light Industrial Building by OPUS (Great Lake Technologies/WEN) at the Oakview Corporate Park

Trustee Kembitzky said OPUS, developer of the Oakview Corporate Park, is seeking an economic incentive on behalf of its client, Great Lakes Technologies/WEN, which would reduce Village related development fees (building permit and water and sanitary tap-on) to facilitate relocation of the company to West Dundee and the development of a new light industrial building.

Director Scott added that, based on the value and corresponding fees of past projects at Oakview and a scope for Great Lake Technologies/WEN's facility, relayed to OPUS was the Village's willingness to put forward to the Board consideration of an economic incentive that would discount total development related fees by 30% to a maximum value of \$30,000.

Trustee Kembitzky said she is not in favor of using the economic incentive for tap-on fees, as it is an enterprise fund, but using it for permits and plan review.

Larry Wen, of Great Lake Technologies/WEN presented a brief background of his company which is a home improvement business. He said that the proposed building would be 180,000 sq. ft., employing about 50 people with a store front in the showroom area for sales of refurbished tools.

MOTION: Moved by Trustee Kembitzky and seconded by Trustee Anderley to approve an Economic Incentive Providing a 30% Reduction in Development-related Fees to a Not-to-Exceed Total Value of \$30,000. Upon roll call, motion was approved.

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

NAYS: None

ABSENT: Trustee Hanley

C. Professional Services Agreement – Conceptual Layout of Route 31 Medians

Trustee Yuscka said this is a request from our engineering firms for a Professional Services Agreement to upgrade the existing Route 31 medians between Canterfield Drive and Angle Tarn.

Trustee Yuscka added that because the roadway is under IDOT's jurisdiction, all of the conceptual planning and engineering would have to go through IDOT in order to accomplish the goal.

A brief discussion was had regarding both of the engineering firms including the scope of work, one of which included architectural and landscaping plans.

MOTION: Moved by Trustee Yuscka and seconded by Trustee Price to authorize a Professional Services Agreement between the Village of West Dundee and V3 Engineering for the Route 31 Median Concept Plan Evaluation, at an amount not to exceed \$4,000. Upon roll call, motion was approved.

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

D. Professional Services Agreement – First American Bank (FAB) Parking Lot Engineering Concept Plan and Estimates

Trustee Price said that the Village staff has requested engineering concept plans and estimates as part of a proposed Downtown revitalization project in terms of the Village's consideration of acquiring First American Bank's private parking area, including the drive-through lanes, for conversion into a public parking area.

Trustee Price said the Village has requested concept plan options for the parking area, including the area of Washington Street between Second and Third Streets, and possibly altering the on-street parking arrangement from parallel to diagonal parking as part of the continuing effort to increase the number of parking spaces.

Manager Cavallaro said that representatives from First American Bank have reached out and have indicated that they are supportive of evaluating this concept, and have begun the process of obtaining or determining a value and purchase price for the property.

MOTION: Moved by Trustee Price and seconded by Trustee Yuscka to authorize a Professional Services Agreement with Baxter & Woodman for a proposal, conceptual plan and estimate for reconfiguration of the First American Bank parking lot near the corner of Second Street and Washington Street, at an amount not to exceed \$2500. Upon roll call, motion was approved.

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

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

Trustee Kembitzky said this is a proposal from GovHR to assist the Village in its recruitment process for the replacement of Finance Director David Danielson. She added that the desired direction and intention is to pursue a replacement that has a financial background and can serve as Finance Director for the Village, but also has the potential to be a strong candidate to take on the role of Village Manager when that position opens up.

A brief discussion was held regarding the job description to reflect the Assistant Village Manager title, roles and responsibilities as well as incorporating them into the Finance Director job description, along with a title change.

MOTION: Moved by Trustee Kembitzky and seconded by Trustee Yuscka to authorize 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 \$9,000, plus optional recruitment services as needed. Upon roll call, motion was approved.

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

NAYS: None

ABSENT: Trustee Hanley

XII. MISCELLANEOUS / FUTURE AGENDA ITEMS:

Continued discussion regarding Trick or Treating will be held at the October 5th Regular Board Meeting.

XIII. ADJOURNMENT:

MOTION: Moved by Trustee Price and seconded by Trustee Kembitzky to adjourn the Regular Board Meeting. Upon roll call, motion was approved unanimously.

The Regular Board Meeting adjourned at 8:21 pm.

ATTEST:

Barbara Traver
Village Clerk

Christopher Nelson
Village President