

REGULAR BOARD MEETING
Via Video Conference
Pursuant to Governor Pritzker's Executive Order
to Social Distance to fight the spread of COVID-19

July 13, 2020 – 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 Christopher Nelson, Trustees Cheryl Anderley, Dan Wilbrandt, Michelle Kembitzky, Tom Price, Pat Hanley and Andy Yuscka.

Also present were Village Manager Joseph Cavallaro, Finance Director David Danielson, Police Chief Tony Gorski and Community Development Director Tim Scott.

There were 2 people in the audience. All attendance, including the audience, was remote via video conference.

III. PLEDGE OF ALLEGIANCE:

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

IV. APPROVAL OF AGENDA:

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

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

NAYS: None

V. VILLAGE PRESIDENT'S REPORT:

A. Reappointments/Appointments to Planning & Zoning Commission, Appearance Review Commission, Police & Fire Commission, Police Pension Board and Fire Board Pension Board

President Nelson presented the reappointments/appointments of the Commissions and Police and Fire Board Pension Boards.

MOTION: Moved by Trustee Yuscka and seconded by Trustee Hanley to approve the reappointments of members of the Appearance Review Commission, Planning & Zoning Commission, Police & Fire Commission, Police Pension Board and Fire Pension Board to staggered terms pursuant to President Nelson's recommendations and to approve the appointment of Cheryl Alopogianis to the Planning & Zoning Commission to a 4 year term pursuant to President Nelson's recommendation. Upon roll call, motion was approved.

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

NAYS: None

VI. REPORTS AND QUESTIONS FROM TRUSTEES AND WORKING GROUPS:

There were no reports.

VII. STAFF REPORTS: There were no reports other than items on the Agenda.

VIII. QUESTIONS FROM THE AUDIENCE: There were none.

IX. CONSENT AGENDA:

- A. Ratification of Checks – July 13, 2020
- B. Approval of Bill List: July 13, 2020
- C. Approval of Minutes: June 15, 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, Price, Hanley, Yuscka, Anderley and Wilbrandt

NAYS: None

X. UNFINISHED BUSINESS:

A. Deferral of Economic Development Loan Payments

Trustee Kembitzky said the Village is currently receiving loan payments from four West Dundee businesses that were previously approved under the economic development loan program guidelines. She said that these four businesses have been severely impacted by COVID-19; the administrative decision was made in March to suspend the collections of these loan payments for the months of April, May and June 2020.

Trustee Kembitzky said that authorization is being formally requested of the Board to extend these loan payments for an additional two months (through August 2020).

Trustee Kembitzky asked that these loan payments be deferred through September 2020.

MOTION: Moved by Trustee Kembitzky and seconded by Trustee Price that the Village not collect the economic development loan repayments owed to the Village of West Dundee through September 2020 and to extend these loan repayment schedules by the number of months (six) in which payments to the Village have not been made. Upon roll call, motion was approved.

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

NAYS: None

B. Riverwalk Use Restrictions and Signage

Trustee Price said this item is in regard to prohibiting fishing from the newly completed Riverwalk area between Route 72 and Oregon Avenue. Trustee Price said believes rather than prohibiting fishing, there should be an appropriate place designated for fishing for that area.

After a brief discussion among the Board members, it was decided to allow fishing on a trial basis at posted signage.

Manager Cavallaro said that the existing Riverwalk signage is in need of updating and replacement.

He said the Village will be designing new signage for the fishing allowed areas, including 6 new larger informational signs and 6 smaller fishing allowed signs. He added that the total costs for the new signage in total is estimated at \$1,000 and these costs will be allocated in the Downtown Stage 2 Improvements project as capital expenses.

MOTION: Moved by Trustee Price and seconded by Trustee Kemitzky to limit fishing along the Fox River between Route 72 and Oregon Avenue to an area generally described as the boat launch area and to authorize the replacement of both new signage along this area of the Riverwalk and replacement existing signage elsewhere along the Riverwalk, with a consistent design throughout. Upon roll call, motion was approved.

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

NAYS: None

C. Downtown Stage 2 Purchase of Benches and Trash Receptacles

Trustee Price said that with the completion of Stage 2 of the Downtown Improvements Project, the Village would like to add finishes to the project area with the addition of 3 benches and 3 trash receptacles. He added that these items were excluded from the original scope of the work in an effort to avoid any contractor mark up and to ensure that the items ordered and received specifically match the existing furnishings in the downtown area.

Trustee Hanley asked if the Village could purchase a receptacle for the dumping of hot coals for South End Park.

Manager Cavallaro said he would look into it, talk to the Park District and get the information back to the Board.

MOTION: Moved by Trustee Price and seconded by Trustee Anderley to authorize the purchase of three (3) benches and three (3) trash receptacles from Nu Toys Leisure Products as a single source provider, for installation downtown between Route 72, Oregon Avenue, First Street and the Fox River, in an amount not to exceed \$6,528. Upon roll call, motion was approved.

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

NAYS: None

XI. NEW BUSINESS:

A. 200 Washington Redevelopment Proposal Conceptual Review – Surges & Associates

Trustee Price gave a brief summary of the proposals for the redevelopment of 200 Washington Street, along with a brief background of the property since the Village's purchase in 2008.

Manager Cavallaro said the purchase was through a Trust created through First American Bank, and that the Village has operated all of the revenues and expenses related to the property through this Trust for accounting purposes. He added that the property has always operated on a pay-as-you-go basis and based on the residential and commercial leases on the site over the last 12 years, the Village has produced a positive cash flow.

Manager Cavallaro said the redevelopment of the existing building would avoid the Village's out of pocket expenses related to asbestos abatement and removal at a cost of about \$20,000 as these

would become developer costs, and avoid the demolition cost for the site, which are included in this year's budget at an estimated cost of \$185,000.

Manager Cavallaro pointed out that there have been 9 formal redevelopment proposals that have been submitted since 2015. He said previous proposals have requested between \$900,000 and \$3,000,000 in additional economic incentive monies, all with the addition of the request for contribution of the property.

Cliff Surges representing Surges and Associates and introduced himself and his partner Alan Miller and spoke to their backgrounds, education and community activities as residents of the Dundee's.

Mr. Surges presented a power point presentation of their company, Empower Home Health, a skilled home health company, which would be anchor tenant in the redevelopment of 200 Washington Street. He said Empower Home Health would use about 5,000 square feet to accommodate its full time staff. He said parking for the staff would probably in the bank parking lot.

He said that he is evaluating the feasibility of adding new second floor square footage over the existing commercial space which could be office or residential.

Mr. Surges said the project would be a complete renovation down to the studs and showed renderings and concepts for the building, incorporating various architectural elements which are in some of the buildings in downtown West Dundee. He said it is a desire to have the small house become either a professional center or small retail shops.

Mr. Surges said it is his desire to work with the Village in terms of creating a building façade and architectural character that balances the framework of their existing structure with the addition of architectural elements and features that will improve upon the overall visual aspect of the project and property.

He explained that he has been working with Karen Connelly for the potential residential portions and showed concepts plans for high end interiors.

Mr. Surges indicated that as part of the proposal is their willingness to leave the existing parking lot area at the corner of 2nd, Lincoln and Washington available to the Village for the Village's development plans for the site which might include green space, a small park or other amenities which would enhance the view of the river.

Discussion took place regarding maintaining of ownership, relationship of investors, (Mr. Surges said an LLC would be created), about architecture and a desired amenities to take advantage of the view.

There was support for the concept regarding costs to the Village, for the significant reinvestment into the structure which would generate about \$1,000,000 in TIF revenues over a 20 year period and a desire to see the continuation of this proposal with staff to begin working with the developer on a potential Redevelopment Agreement pursuant to the basic concepts outlined in the proposal.

B. Professional Services Agreement with Baxter & Woodman – Sleepy Hollow Bike/Pedestrian Trail, Phase 1 Engineering

Trustee Yuscka said that the Village has been successful in securing grant funding for the Sleepy Hollow Road roadway resurfacing and the development of a pedestrian/bike trail linkage from Route 72 to Huntley Road along the west side of Sleepy Hollow Road.

Trustee Yuscka added that based on grant funding, construction and construction engineering are part of the grant funding and are programmed for 2024 for actual construction work. He said that Phase 1 and Phase 2 engineering and right of way acquisition are the Village's responsibility.

Trustee Yuscka said that Phase 1 cost estimate for this Professional Services Agreement is in the amount of \$114,000, which Baxter & Woodman said is higher than a straight forward resurfacing project for a number of reasons including IDOT's involvement and the submittal and reporting requirements for grant funding. Additionally, new bike path construction along existing right of way is significantly challenging and right of way acquisition for Federal aid projects are more involved than locally funded projects.

MOTION: Moved by Trustee Yuscka and seconded by Trustee Anderley to authorize a Professional Services Agreement between the Village of West Dundee and Baxter & Woodman for Phase 1 Engineering for the Sleepy Hollow Road Resurfacing and Bike/Pedestrian Trail Design, in the amount of \$114,000. Upon roll call, motion was approved.

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

NAYS: None

C. Village Hall Upgrades - Approval of Budget and Authorization of Construction Supervision Professional Services Agreement

Manager Cavallaro said that included within this year's budget through the Main Street/Route 31 TIF, Village Hall upgrades were provided for: Carpet removal and installation of hardwood flooring in the Board Room; new historically correct period lighting in the Board Room and removal of the fluorescent fixtures; washroom upgrades and dated materials; replacement of the 7 ornamental light fixtures in front of the Village Hall for consistency with the balance of the Second Street lighting fixtures and repair and upgrade to the audio/visual system in the Board Room.

Manager Cavallaro said the replacement of the existing windows throughout the building will be done under a separate contract next fiscal year.

Manager Cavallaro said to accomplish this work, staff is recommending a professional services agreement be authorized and executed with local architect/general contractor Paul McVicker of ArcCon. He noted that Mr. McVicker has completed several commercial projects in the downtown area, has specific skills and knowledge related to historic renovations and properties, is familiar with the Village code and would be able to coordinate both review of scope of work needed and actual trade construction coordination and oversight.

A brief discussion took place asking if it makes sense to go to an RFP (if Board is uncomfortable with a single source, Village can go out for other bids), length of project (approximately 3 months) desire to see a fixed fee contract (based on construction costs) and a desire to switch out the heads on the lights to have a consistent look..

MOTION: Moved by Trustee Kembitzky and seconded by Trustee Anderley to acknowledge a budget of \$186,000 for Village Hall renovations and authorize the execution of a Professional Services Agreement with ArcCon Associates of Sleepy Hollow for general contracting services to facilitate Village Hall renovations as noted. Upon roll call, motion was approved.

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

NAYS: None

D. Consideration of Bollards for Entries at Police Station and First & Main Park

Trustee Price said bollards are being considered for the west side entry to the Police Department and the west edge of the park patio at the southeast corner of First Street and Main Street.

Trustee Price said the bollards and bollard cover specified at crash rated, which means that the installation as designed has been tested and certified to meet specific standards of protection.

Manager Cavallaro describe how the bollards work, the difference between the standard steel pipe filled with concrete and decorative cover and the decorative aluminum bollard, which is essentially a lighter-weight equivalent.

A brief discussion took place regarding adding one more bollard for the Police Department and support for the crash-rated bollards to protect the entries of the Police Department and the park patio at First and Main Streets.

MOTION: Moved by Trustee Price and seconded by Trustee Kemitzky to approve a Not-To-Exceed Purchase of approximately \$20,000 with Reliance Foundry for Crash-rated Bollards and Decorative Bollard Covers for the Police Department and First and Main Streets. Upon roll call, motion was approved.

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

NAYS: None

XII. MISCELLANEOUS:

Trustee Price asked if there was any consideration for having a scaled-back Heritage Fest this year. Manager Cavallaro said it will be on the Agenda for Monday, July 20, 2020.

Trustee Anderley asked if the Board could have an updated COVID-19 report. Manger Cavallaro said he would get the data and put it in his next Manager's Report.

XIII. ADJOURNMENT:

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

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

NAYS: None

The Regular Board Meeting adjourned at 8:56 pm.

ATTEST:

Barbara Traver
Village Clerk

Christopher Nelson
Village President