

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

**April 5, 2021 – 7:30 pm**  
**Village of West Dundee**

**I. CALL TO ORDER:**

President Nelson called the Regular Board Meeting to order at 7:31 pm.

**II. ROLL CALL:**

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

Village Manager Joseph Cavallaro, Finance Director David Danielson, Fire Chief Lance Harris, Police Chief Tony Gorski, Public Works Director Eric Babcock and Community Development Director Tim Scott.

There were six (6) people in the audience.

**III. PLEDGE OF ALLEGIENCE:**

Trustee Hanley 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 Anderley to approve the agenda as presented. Motion was approved by acclamation.

**V. VILLAGE PRESIDENT'S REPORT:**

**A. Proclamation – Rogers Susanke Day**

President Nelson read a Proclamation honoring Rogers Susanke on his 39 years as a Commissioner and Chairman of the Planning and Zoning Commission. Mr. Susanke retired from that position in June of 2020. Rogers Susanke Day will be celebrated in West Dundee on April 6, 2021.

**B. 2021-22 Budget Public Hearing**

**MOTION:** Moved by Trustee Kembitzky and seconded by Trustee Anderley to open the Public Hearing on the 2021/22 Budget. Upon roll call, motion was approved.

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

**NAYS:** None

**ABSENT:** Trustee Yuscka

The Public Hearing opened at 7:36 pm.

Finance Director Danielson gave a brief presentation regarding the proposed budget along with explanations regarding the General Fund Budgeted Revenues and Expenditures.

He said Kane County has released the tentative tax rates for the upcoming cycle and the rate per \$100 of EAV is anticipated to remain unchanged. He also added that the 2021-22 Water and Sewer budget doesn't include any increases in the rate structure for either operational or capital needs.

President Nelson asked if there was any public comment.

There was no public comment.

**MOTION:** Moved by Trustee Kembitzky and seconded by Trustee Anderley to close the Public Hearing. Upon roll call the motion was approved.

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

**NAYS:** None

**ABSENT:** Trustee Yuscka

The Public Hearing closed at 7:40 pm.

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

There were no reports.

## **VII. STAFF REPORTS:**

Manager Cavallaro said yard waste pick up begins Friday, April 9, 2021.

**VIII. QUESTIONS FROM THE AUDIENCE:** There were none.

## **IX. CONSENT AGENDA:**

- A. Ratification of Checks: April 5, 2021
- B. Approval of Bill List: April 5, 2021
- C. Special Event – Car Show at Spring Hill Mall on May 30, 2021
- D. Approval of Minutes: March 15, 2021 Regular Board Meeting

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

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

**NAYS:** None

**ABSENT:** Trustee Yuscka

## **X. RESOLUTIONS AND ORDINANCES:**

- A. 999 West Main Street: Special Use Permit Request to Operate a Commissary/Commercial Kitchen for Dream Kitchen, West Dundee**

Trustee Price said this is a request for a special use permit to operate a business within LifeZone360 in what has been known as Bricks Pizza and Dundee Spots Bar.

Community Development Director Scott said the Dream Kitchen plans to use their existing kitchen and preparations facilities in a shared fashion, meaning they will operate as a culinary incubator and rent space to individual tenant-operators, including, but not limited to, wholesalers and food trucks.

Kevin Echevarria, owner of Dream Kitchen West Dundee, LLC answered questions from the Trustees regarding parking (cluster parking for food trucks, not to exceed ten (10) trucks), entrance to the facility (service door, next to the main doors) the commissary/commercial kitchen (intended to operate 24 hours a day, 7 days a week for the purpose of public food sales for consumption on

and off premises), types of vendors (various types including farmer's markets, bakery goods, etc.), and traffic impact (on average, 5 truck trips per week for both inbound (supply delivery) and outbound (distribution of food products)).

**MOTION:** Moved by Trustee Price and seconded by Trustee Anderley to approve an Ordinance approving a Special Use Permit to Operate the Commissary/Commercial Kitchen known as Dream Kitchen West Dundee, LLC at 999 West Main Street. Upon roll call, motion was approved.

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

**NAYS:** None

**ABSENT:** Trustee Yuscka

**B. Ordinance Approving Economic Incentive for Expansion of Outdoor Dining Area – 125 W. Main Street (The Village Squire)**

Trustee Kembitzky said the owner of The Village Squire is looking to expand the outdoor dining area as a way to enhance his business and promote a better outdoor dining experience for his patrons. He said the plan as presented is to rehabilitate and expand the existing dining area to utilize the existing landscape for expanded outdoor seating, an addition of two (2) wooden pergolas, an outdoor fire pit, an outdoor stage, and additional landscaping around the perimeter of the space.

Trustee Kembitzky said the total investment proposed is over \$100,000 and a proposed economic incentive has been put together by Staff and Finance which includes two components:

- (1) \$30,000 grant payable upon completion of the improvements and documentation of the \$100,000 investment per the plans as submitted, and;
- (2) \$5,000 payments in 2022 and 2023 on the anniversary of the first payment.

She added that these monies would be TIF eligible expenses and provided as TIF incentives through Fund G.

Discussion followed, regarding if there is a formula for TIF incentives (the Village tries to work within guidelines and on a case by case basis), the landscape plan and preservation of the two (2) birch trees (will preserve at least one of the trees), reference to a outdoor stage (usually just have one performer, not suitable for a band), and generation of sales tax.

Trustee Hanley stated that the proposed outdoor improvements by The Village Squire are actually being made on Village owned land or property, which supports a greater investment by the Village of West Dundee.

**MOTION:** Moved by Trustee Kembitzky and seconded by Trustee Hanley to approve an Ordinance approving an Economic Incentive Agreement between the Village of West Dundee and The Village Squire in the amount of \$40,000 to facilitate the renovation and expansion of their outdoor dining area. Upon roll call, motion was approved.

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

**NAYS:** None

**ABSENT:** Trustee Yuscka

**XI. UNFINISHED BUSINESS:**

**A. Special Event Authorization – 2021 Intelligentsia Cup Bike Race**

Trustee Price said that Maureen Himmel, who has actively worked with the Intelligentsia Cup representatives, has indicated that West Dundee could have the opening date for the series of Friday, July 16, which should attract more visitors to West Dundee and better coordinate the event with local businesses and restaurants.

Trustee Price said that a date change to Friday would necessitate a two (2) year contract with the Intelligentsia Cup organization, as well as an increase in the venue fee from \$5,000 to \$8,000 for the 2021 and \$12,000 for 2022.

Tom Schuler, representative for the Intelligentsia Cup, explained the raise for the event fee, noting that this is the first price increase in nine (9) years. He also noted that pricing is more expensive on a weekend. He said this is the largest bike race in America. He said in the fee structure there is a Covid-19 contingency clause, under which a refund would be made in 2021 if the whole series would be cancelled due to Covid-19. He said there would be a “go/no go” decision on this around the 15<sup>th</sup> of May, if Covid-19 is still a factor then.

**MOTION:** Moved by Trustee Price and seconded by Trustee Anderley to authorize the Prairie State Cycling Series to conduct the West Dundee River Challenge as part of the Intelligentsia Cup bike racing series on Friday, July 16<sup>th</sup> at a budget allocation of \$8,000 for 2021, as stipulated, and \$12,000 for 2022, and acceptance of a two year agreement with Intelligentsia Cup, subject to review by the Village Attorney. Upon roll call, motion was approved.

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

**NAYS:** None

**ABSENT:** Trustee Yuscka

Trustee Kembitzky asked that New Business be placed before the budget discussion continuation.

**XII. NEW BUSINESS:**

**A. Payoff of Village’s Portion of FRWRD IEPA Loans**

Trustee Kembitzky said that in January and February of 2021, FRWRD paid off two IEPA loans. The Village is currently paying a 2.5% rate of interest on each of the loans that FRWRD paid off. She added that FRWRD is now giving the Village the option of continuing bi-annual payments as if FRWRD is still holding the loans or paying off the Village’s portion of the loan in one final lump sum payment.

The two loans the Village has if payed off in one final lump sum would be a savings in interest of \$5,024.48 for Loan #L17-2382 for the Heat Exchanger Replacement, and \$5,910.30 interest of the Ammonia Removal Loan #L17-2518.

Trustee Kembitzky said that due to the extremely low current investment interest rates and the fact that Fund 2 is projected to have a surplus at the end of FY21, staff’s recommendation is to pay the loans in full before FY21 year end.

**MOTION:** Moved by Trustee Kembitzky and seconded by Trustee Price to authorize the lump sum payoff of Loan #L17-2382 and Loan #L17-2518 to FRWRD by April 30, 2021. Upon roll call, motion was approved.

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

**XI. UNFINISHED BUSINESS (continued)**

**B. FY 2021-22 Budget Discussion Continuation**

A continuation of the discussion regarding the FY 2021/22 budget from the March 15, 2021 Board meeting took place.

Director Danielson presented Fund 3 (Motor Fuel Tax Fund) and informed the Board that this Fund will have a projected beginning balance of \$450,000. He stated that the Finance Department is now accounting for Motor Fuel Tax receipts in two different line items. Line item 3-00-0-1000 accounts for the traditional tax on gasoline and diesel fuel and line item 3-00-0-1300 (Transportation Renewal Fund) accounts for the additional tax that was instituted in 2019. Both tax amounts are .19 cents per gallon, however the taxes generated by the Transportation Renewal Fund do not include diesel fuel.

It was noted by Director Danielson that the transfer to the General Fund is again \$210,000 and is used for Street Department maintenance activities. He concluded that, at the close of FY 2021/22, this Fund is projected to have a cash balance of \$539,000.

Manager Cavallaro presented the remaining Funds and noted that within Fund 4 (Capital Projects), the upcoming Street and Infrastructure Program will be approximately \$1,000,000. Manager Cavallaro noted that the total expenditures within Fund 4 are budgeted to be about \$3,000,000 and further explained that all capital projects will be further reviewed by the Board prior to the award of any contract or purchase of any capital item.

As a final item of note, he stated that the annual transfer to the Debt Service Fund is being reduced by approximately \$500,000 due to the fact that the 2010 G.O. Bond Issue has now been paid in full.

Manager Cavallaro said that within Fund 5, sales tax receipts are budgeted to be \$440,000 for the upcoming year and the transfer to the General Fund is \$400,000. Included in this year's budget are funds for the annual Heritage Fest.

Fund 6 (Debt Service) merely accounts for the annual debt service requirements and maintains a \$0 balance. As noted above, the annual debt service obligations have been reduced due to the 2010 Bond issue maturation.

The remaining Funds pertaining to the Special Service Areas and the Tax Increment Financing Districts were presented and briefly discussed.

Director Danielson noted that the proceeds from TIF#2 have increased due to the improvements made to the area by U-Haul at Spring Hill Gateway. He also noted that additional increases should be realized due to the redevelopment of the former Pizza Hut property, now being developed as a Beef-A-Roo.

**XIII. MISCELLANEOUS:** There was none

**XIV. ADJOURNMENT:**

**MOTION:** Moved by Trustee Hanley and seconded by Trustee Anderley to adjourn the Regular Board Meeting. Motion was approved by acclamation.

The Regular Board Meeting adjourned at 8:25 pm.

**ATTEST:**

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Barbara Traver  
Village Clerk

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Christopher Nelson  
Village President