

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

**August 16, 2021 – 7:30 pm**  
**Village of West Dundee**

**I. CALL TO ORDER:**

President Nelson called the Regular Board Meeting to order at 7:29 pm.

**II. ROLL CALL:**

Present were Village President Christopher Nelson, Trustees Cathy Haley, Cheryl Alopogianis, Cheryl Anderley, Dan Wilbrandt, Tom Price and Andy Yuscka.

Also, present were Village Manager Joseph Cavallaro, Village Attorney Michael Castaldo, Jr., Community Development Director Timothy Scott, Finance Director David Danielson, Fire Chief Lance Harris, Police Chief Anthony Gorski, Police Lieutenant Jay Antonacci, and Deputy Village Clerk Kim Tibbetts.

There were two (2) people in the audience.

**III. PLEDGE OF ALLEGIENCE:**

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 Anderley to approve the agenda as presented. Upon roll call, motion was approved by acclamation.

**AYES:** Trustee Yuscka, Haley, Alopogianis, Anderley, Wilbrandt and Price

**NAYS:** None

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

There were no additional reports other than items on the agenda.

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

Trustee Yuscka commended the Public Works Department on their efforts to clean up debris after the recent storms. Manager Cavallaro noted that cleanup efforts will continue this week to collect debris from public trees as well as private tree debris that is brought to the curb.

Trustee Price added that the Public Works and Fire Departments were out late into the evening moving trees from the roadway and dealing with downed wires.

**VII. STAFF REPORTS:**

There were no additional reports other than items on the agenda.

**VIII. QUESTIONS FROM THE AUDIENCE:**

There were no questions.

**IX. CONSENT AGENDA:**

- A. Approval of Bill List: August 16, 2021
- B. Approval of Minutes: July 19, 2021 Regular Board Meeting
- C. Resolution of Authorization - Open Space Land and Development (OSLAD) Grant Application
- D. Special Event Request: The Foote Team @ Compass Grand Opening, August 28, 2021

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

**AYES:** Trustees Anderley, Wilbrandt, Price, Yuscka, Haley and Alopogianis

**NAYS:** None

**X. RESOLUTIONS AND ORDINANCES:**

**A. Ordinance Approving a Special Use Permit for an Outdoor Dining Area with Liquor Service for Chunky Dog & Grill Located at 1959 Huntley Road**

Trustee Price noted that Chunky Dog Bar & Grill is seeking a Special Use Permit to continue to facilitate outdoor dining, which has been temporarily allowed since 2020 in response to the COVID-19 health crisis. He stated that the established outdoor dining area is the along the front elevation in the parking lot and noted that the previous occupant at this location was granted a Special Use Permit for outdoor dining. He stated that this request has been reviewed by the Planning & Zoning Commission, with a recommendation to approve the special use.

**MOTION:** Moved by Trustee Price and seconded by Trustee Yuscka to approve an Ordinance approving a Special Use Permit for an outdoor dining area with liquor service for Chunky Dog Bar & Grill located at 1959 Huntley Road. Upon roll call, motion was unanimously approved.

**AYES:** Trustees Price, Yuscka, Haley, Alopogianis, Anderley and Wilbrandt

**NAYS:** None

**B. Ordinance Approving a Special Use Permit for an Outdoor Dining Area with Liquor Service for Fat Kids Bar & Grill Located at 629 South Eighth Street**

Trustee Price noted that Fat Kids Bar & Grill is also seeking a Special Use Permit to facilitate outdoor dining. He noted that the proprietor wishes to use a small existing patio on the north side of the building and to construct a larger patio on the building's west side. He stated that this request has been reviewed by the Planning & Zoning Commission, with a recommendation to approve the special use.

**MOTION:** Moved by Trustee Price and seconded by Trustee Yuscka to approve an Ordinance approving a Special Use Permit for an outdoor dining area with liquor service Fat Kids Bar & Grill Located at 629 South Eighth Street. Upon roll call, motion was unanimously approved.

**AYES:** Trustees Price, Yuscka, Haley, Alopogianis, Anderley and Wilbrandt

**NAYS:** None

**C. Ordinance Amending Title 10 - Zoning Regulations of the Municipal Code Addressing Permitted Uses in the O Office District**

Trustee Price advised that the draft Ordinance as presented provides for text amendments to the municipal code to provide both flexibility and consistency for allowable uses within the O Office Zoning District, to allow the Village to adapt to changing business models as appropriate. Trustee Price noted that the proposed text amendments have been reviewed by the Planning and Zoning Commission, who has recommended adoption.

**MOTION:** Moved by Trustee Price and seconded by Trustee Alopogianis to approve an Ordinance amending Title 10 Zoning Regulations of the Municipal Code addressing permitted uses in the O Office District. Upon roll call, motion was unanimously approved.

**AYES:** Trustees Price, Yuscka, Haley, Alopogianis, Anderley and Wilbrandt

**NAYS:** None

**D. Ordinance Accepting Land Dedication Along Route 31 and Boncosky Road**

Trustee Anderley noted that the Village owns Lots 1 and 2 at the future site of Fairhills Park, which were previously received as park donations relative to development on the Haeger properties. The adjacent Lots 3 and 4 at the corner of Route 31 and Boncosky Road continue to be owned by HLC Partners, who are donating 25' along the perimeter of these lots to facilitate a bike path connection to the future park site. The Village must formally accept this land donation.

Trustee Anderley noted that the property transfer should be memorialized in the form of a Trustee Deed with the Grantor's signature. Attorney Castaldo concurred and advised that he would see that it is properly executed.

**MOTION:** Moved by Trustee Anderley and seconded by Trustee Price to adopt an Ordinance accepting the donation of acreage from HLC Partners comprising a 25' perimeter along Lots 3 and 4 at the intersection of Boncosky Road and Route 31. Upon roll call, motion was unanimously approved.

**AYES:** Trustees Anderley, Wilbrandt, Price, Yuscka, Haley and Alopogianis

**NAYS:** None

**X. NEW BUSINESS:**

**A. Professional Services Agreement with Hey and Associates for Wetland and Floodplain Delineation - Fairhills Park**

Trustee Anderley noted that much of the site consists of wetlands, which are not developable. An updated wetland and floodplain delineation for the site will assist in the development of both the future Fairhills Park and help to determine the viability of potential development on Lots 3 and 4.

**MOTION:** Moved by Trustee Anderley and seconded by Trustee Price to authorize a Professional Services Agreement between the Village of West Dundee and Hey and Associates, Inc. of Volo, IL, an amount not to exceed \$4,500, to prepare wetland and floodplain delineation for the 13-acre site on the southwest corner of Boncosky Road and Route 31. Upon roll call, motion was unanimously approved.

**AYES:** Trustees Anderley, Wilbrandt, Price, Yuscka, Haley and Alopogianis

**NAYS:** None

**B. Authorization to Purchase Hurst Extrication Equipment**

Trustee Wilbrandt stated that the Fire Department’s existing extrication equipment is 28 years old, is no longer supported by the manufacturer and has reached the end of its service life. Replacement of this equipment was budgeted for this year.

Trustee Price noted that the selected equipment from Hurst can also be used in the event of a water rescue, which could prove critical with the Fox River bordering the community.

**MOTION:** Moved by Trustee Wilbrandt and seconded by Trustee Yuscka to authorize the purchase of the Hurst extrication package, including one spreader, cutter, ram, and quick kick ram support, not to exceed the amount of \$29,261. Upon roll call, motion was unanimously approved.

**AYES:** Trustees Anderley, Wilbrandt, Price, Yuscka, Haley and Alopogianis

**NAYS:** None

**C. Amendment to Job Title: Police Lieutenant to Deputy Police Chief**

Trustee Wilbrandt advised that a title change is requested for Lieutenant Jay Antonacci, to the title of Deputy Police Chief. This change will provide consistent terminology as used by most other police departments to clarify that Lt. Antonacci is second in command within the Department and will better define his role.

Chief Gorski reiterated that this title change will assist in interagency communication, as Deputy Chief is the predominant terminology used across the country for the second in command.

Manager Cavallaro noted that Mr. Antonacci was promoted to Lieutenant approximately 2½ years ago.

**MOTION:** Moved by Trustee Wilbrandt and seconded by Trustee Alopogianis to amend the title of Police Lieutenant to Deputy Police Chief within the organizational and salary structure of the Village of West Dundee, and name Police Lieutenant Jay Antonacci as Deputy Police Chief. Upon roll call, motion was unanimously approved.

**AYES:** Trustees Wilbrandt, Price, Yuscka, Haley, Alopogianis and Anderley

**NAYS:** None

**D. Redevelopment Proposal - 112 S. Second Street, Acre + Main (Trustee Price)**

While a redevelopment proposal was provided for the Board’s review in regards to the Village owned property at 112 S. Second Street, discussion focused on whether redevelopment should be considered and whether additional proposals should be solicited.

President Nelson requested a straw poll to indicate whether individual Trustees were in favor of seeing the parcel redeveloped or converted to open space. After some discussion, the results were split.

Trustee Price noted that, from a financial perspective, redevelopment allows for recouping the Village’s initial investment, the continued receipt of property tax dollars for the parcel and the continued useful life of the property.

Trustee Wilbrandt stated that the Village does not generally purchase property for private use and finds the concept of open space more appealing.

Multiple Trustees noted that they appreciate the proposal that was presented, but that there is value in looking at other options to achieve the most favorable result. Trustee Haley noted that the proposed Request for Letters of Interest is relatively vague, and more specifics could be added.

It was noted that the future use of the property was not thoroughly discussed when the property was purchased, and that a Committee of the Whole Meeting could be utilized to discuss this further.

President Nelson noted that soliciting letters of interest for redevelopment of the property does not bind the Village to accepting any such proposal, but will allow for a more qualitative decision to be considered.

**MOTION:** Moved by Trustee Price and seconded by Trustee Yuscka to issue a Request for Letters of Interest for redevelopment of the property at 112 S. Second Street. Upon roll call, motion was approved by a vote of 5-1.

**AYES:** Trustees Price, Yuscka, Haley, Anderley and Wilbrandt

**NAYS:** Trustee Alopogianis

**E. Authorization: American Rescue Plan Funding Local Capital Improvements Grant Program**

Trustee Haley stated that the proposal as presented is to earmark \$100,000 of American Rescue Plan Act (ARPA) Funding, of which \$500,000 has been allocated to the Village of West Dundee, to establish a grant program to assist West Dundee food and beverage establishments who have been severely impacted by COVID-related mitigations.

The proposed grant parameters include reimbursement of up to 50% of eligible costs incurred by food and beverage establishments that invested in permitted capital improvements since March of 2020, and a maximum grant award of \$20,000 to any one establishment. A list of eligible improvements was proposed within Manager Cavallaro's memo dated August 12, 2021.

Trustee Haley noted that it is necessary to confirm that this type of grant program is eligible for use of ARPA funds, as the guidance continues to be defined.

**MOTION:** Moved by Trustee Haley and seconded by Trustee Alopogianis to authorize the establishment, notification, and publication of a West Dundee American Rescue Plan Act (ARPA) Grant Relief Program for food and restaurant establishments under the following criteria:

- For reimbursement for the cost improvements made no earlier than March of 2020, with permitted work approved and inspected by the Village.
- Submittal of a formal application along with proof of payment for the improvements.
- Compliance with COVID protocols and enforcement during the pandemic.
- Individual grant amounts not to exceed \$20,000.
- A total program budget of \$100,000, upon formal receipt of ARPA funds from the Federal government to the Village of West Dundee.
- To be instituted upon confirmation that this program qualifies as an allowable use of ARPA Funding.

Upon roll call, motion was unanimously approved.

**AYES:** Trustees Price, Yuscka, Haley, Alopogianis, Anderley and Wilbrandt  
**NAYS:** None

#### **F. Community Development Department Reorganization**

Trustee Price stated that a reorganization plan is proposed for the Community Development Department. The intent of the reorganization is to relieve Director Scott of many of the day-to-day requirements of the Community Development Department and allow him to focus more directly on Economic Development, Planning & Zoning and Appearance Review. Within this reorganization, a second supervisor or director would be sought to oversee such functions as building permits, inspections, code compliance, and business registrations.

President Nelson noted that with several high-level development and redevelopment opportunities anticipated, including Spring Hill Mall, the Randall Road corridor and the Route 31 corridor, Director Scott's focused attention to these efforts is needed.

Trustee Haley noted that the separation of community and economic development is a common structure within municipal departments. She expressed concern regarding the use of one-time COVID-related funding to be applied to the increased staff cost associated with this reorganization. Manager Cavallaro noted that the General Fund balance is sufficient to fund these increases if needed.

Some discussion was held regarding the title for the proposed new supervisor or director position, and whether this position should report to Director Scott or Manager Cavallaro. Manager Cavallaro noted that he would seek direction from GovHR as to the appropriate responsibilities and title for the position, based on their recent experience in staffing similar positions, and suggested that the new employee report to him directly, as adding an employee for Director Scott to supervise would detract from his focus on economic development.

In response to recent employee resignations, Trustee Anderley suggested engaging a third party, independent Human Resources (HR) consultant.

The need for succession planning was discussed, with Manager Cavallaro noting that assistant directors are not feasible, and the Village will have to continue to recruit for managerial positions as needed.

President Nelson requested a future discussion regarding HR escalation and training processes and pathways be initiated and that a general succession plan and broad organizational structure be developed by late Fall.

In regards to Director Scott's continued connection to the development process, Manager Cavallaro stated that the intention is not to isolate economic development, but to provide focus and expand upon Director Scott's talents, to meet the objectives of the Board.

He further stated that within the reorganization plan, Deputy Clerk / Executive Assistant Kim Tibbetts would be reassigned to the currently vacant Village Planner role, directly assisting Director Scott.

**MOTION:** Moved by Trustee Wilbrandt and seconded by Trustee Haley to authorize staff to enter into a Professional Services Agreement with GovHR USA for the recruitment of a Community Development Director or similar position with a title to be determined, in an amount not to exceed \$21,500 and budget for the compensation for this position from COVID relief funding for this fiscal year,

if allowed, and direct staff to proceed with reorganization and realignment of the Community and Economic Development Departments as proposed. Upon roll call, motion was approved by a vote of 4-2.

**AYES:** Trustees Price, Yuscka, Haley and Anderley

**NAYS:** Trustees Wilbrandt and Alopogianis

**XI. MISCELLANEOUS:**

President Nelson reiterated a desire for the following: (1) A discussion regarding HR escalation and training processes and pathways at a future Board Meeting, (2) a discussion between himself and Manager Cavallaro regarding supplemental HR support, and (3) a Board discussion regarding a succession plan and updated organizational structure including the addition of personnel, prior to the next property tax levy discussion.

Trustee Yuscka addressed the area known as Kittridge Park, noting that there are numerous tall pine trees that are dead or dying, which created notable debris in the recent storms and pose a potential hazard. He indicated that some tree clearing is needed and noted that it could be worth conceptualizing this park area with a few amenities for more usability. It was noted that a long-term vision could include walking trails and a dedicated entrance with parking.

**XII. ADJOURNMENT:**

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

The Regular Board Meeting adjourned at 8:30 pm.

**ATTEST:**

\_\_\_\_\_  
Kim Tibbetts  
Deputy Village Clerk

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Christopher Nelson  
Village President