

REGULAR BOARD MEETING
Village Hall, 102 S. Second Street

May 2, 2016 - 7:30 pm
Village of West Dundee

I. CALL TO ORDER:

President Nelson called the Regular Board Meeting to order at 7:32 pm.

II. ROLL CALL:

Present were Village President Christopher Nelson, Trustees Billy Pflanz, Dan Wilbrandt, Michelle Kembitzky, Tom Price, Pat Hanley and Andy Yuscka.

Also present were Village Manager Joseph Cavallaro, Community Development Director Timothy Scott, Fire Chief Randy Freise, Police Chief Andrew Wieteska and approximately twenty-five (25) people in the audience.

III. PLEDGE OF ALLEGIANCE:

Trustee Wilbrandt led those in attendance in the Pledge of Allegiance.

IV. APPROVAL OF AGENDA:

MOTION: Moved by Trustee Pflanz and seconded by Trustee Hanley to approve the agenda as presented. Motion passed unanimously by voice vote.

V. VILLAGE PRESIDENT'S REPORT:

A. Police & Fire Commissioner Retirement Recognition - Fred Kleeburg

President Nelson announced the retirement of Police & Fire Commissioner Fred Kleeburg, who has served on the commission for nearly 18 years. He thanked and commended Mr. Kleeburg for his service to the community.

Chief Freise and Chief Wieteska spoke of their respect and appreciation for Mr. Kleeburg and his contributions as Police & Fire Commissioner, noting that Mr. Kleeburg has played an integral role on the commission and has been instrumental in the hiring and promotion of many excellent police and fire professionals. Mr. Kleeburg was presented with a plaque honoring his service as Police & Fire Commissioner.

Mr. Kleeburg thanked his fellow commissioners, current and previous, and thanked the Board and staff for this recognition.

B. Police & Fire Commissioner Appointment – Kevin Rynders

President Nelson stated that Mr. Kevin Rynders has been selected to fill the vacancy on the Police & Fire Commission. Chief Freise provided an overview of Mr. Rynders' experience in numerous area departments, including West Dundee, Hoffman Estates, Algonquin-Lake in the Hills and Carpentersville, adding that he is now retired.

MOTION: Moved by Trustee Wilbrandt and seconded by Trustee Yuscka to confirm the appointment of Mr. Kevin Rynders to the West Dundee Police & Fire Commission.

Deputy Clerk Tibbetts administered the Oath of Office.

President Nelson also reported that he attended the Kane Kendall Council of Mayors Meeting last week and will send a report to Manager Cavallaro for dissemination.

VI. REPORTS AND QUESTIONS FROM TRUSTEES:

Trustee Kembitzky inquired about the maintenance conducted on Route 72. Manager Cavallaro advised that IDOT put down a tar and gravel mix for roadway patching.

VII. VILLAGE STAFF REPORTS:

Deputy Clerk Tibbetts advised that the Spring/Summer Newsletter is being prepared.

VIII. QUESTIONS FROM THE AUDIENCE: There were none.

IX. CONSENT AGENDA:

- A. Approval of Bill List: April 29, 2016
- B. Approval of Bill List: May 2, 2016
- C. Approval of Minutes: April 18, 2016 Regular Board Meeting
- D. Danny Blatz Memorial 5K - Special Event

Trustee Yuscka commented that some roadway patching may be needed along the race route for the Danny Blatz Memorial 5K. Manager Cavallaro will ask Public Works to take a look at the route and complete any necessary maintenance.

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

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

NAYS: None

X. RESOLUTIONS AND ORDINANCES:

- A. **Ordinance Granting Variation for Reduction in Total Side Yard Setback at 1323 Karen Drive (Trustee Price)**

Trustee Price noted that housing market conditions have dictated a demand for single-story homes on the vacant lots within the Aspen Hill development. As has been discussed and approved for other lots in the subdivision, the width required of the approved ranch style home models, in order to meet the requirements of the Declarations and Covenants, requires a variation to the R-1 District standard for side yard setback on the remaining lots. It was noted that the variation request is supported by the Aspen Homes HOA.

MOTION: Moved by Trustee Price and seconded by Trustee Yuscka to approve an Ordinance Granting a Variation from the West Dundee Zoning Ordinance Reducing the Twenty Linear Feet of Total Side Yard Setback Required by the R-1 Zoning District by No More Than Two Feet for Residential Property Located at 1323 Karen Drive, in the Village of West Dundee. Upon roll call, motion was approved.

AYES: Trustees Price, Hanley, Yuscka, Kembitzky, Wilbrandt and Pflanz
NAYS: None

XI. UNFINISHED BUSINESS:

A. Prairie State Bike Race Event Proposal (Trustee Price)

Trustee Price advised that, as a follow up to their presentation to the Board on March 7, 2016, the organizers of the Prairie State Cycling Series met with the Village staff recently to address questions and provide additional details regarding the proposed bike race in West Dundee.

Tom Schuler, Marco Colbert and Mark Zalewski from Prairie State Cycling presented a short video and answered questions.

Discussion was held regarding the proposed event's potential impact, both positive and negative, including the following:

Access to residences and businesses located on or interior to the race course, generally located north of Main Street, bounded by 2nd Street to the east, 6th Street to the west, Washington Street to the south and Lincoln Ave / Geneva Street to the north, will be restricted.

Pedestrian access to interior properties will be facilitated as needed throughout the day at designated crosswalks. This access can be provided approximately every 2-5 minutes during a race, when cyclists are on the opposite end of the course, and also in the 10 minute intermission between races, which occur every 30-60 minutes.

Vehicular access to the course area will not be allowed. Designated parking for impacted residents can and will be facilitated in as close proximity to homes as possible. If the event is approved, Prairie State Cycling will deliver the necessary notification to each impacted home.

An Expo Area is proposed for the area of the Riverwalk Plaza, focusing on West Dundee businesses and food/beverage operators. Approximately 500 competitors and 1,000 spectators are estimated to attend, and to dine in the downtown area. Sponsors and volunteers will also be sought. These aspects will also be handled by Prairie State Cycling, with introductions provided by the Village staff.

MOTION: Moved by Trustee Price and seconded by Trustee Yuscka to proceed with the plans for the "West Dundee Criterium" Prairie State Cycling Series event outlined in the May 2, 2016 Village Board packet, including the cycling course as provided therein, on July 20, 2016. Upon roll call, motion was approved.

AYES: Trustees Price, Hanley, Yuscka, Kembitzky, Wilbrandt and Pflanz
NAYS: None

XII. NEW BUSINESS:

A. Consideration of Locations for Dog 'n' Go's 2016 Itinerant License (Trustee Price)

Trustee Price advised that Dog 'n' Go, a local food cart business that has operated with an Itinerant Merchant License at Grafelman Park for several years, has requested an amendment and

expansion of the locations at which they are allowed to operate. The request is to maintain their Grafelman Park location, amend their existing Riverwalk location to the area adjacent to the northeast corner of Lincoln Avenue/Washington Street and Second Street, and add a third location adjacent to 107 S. Second Street.

Director Scott clarified that only one location could be used at any given time. Discussion was held regarding the logistics of each location. Trustee Kembitzky noted that Dog 'n' Go will need to be accountable for Food & Beverage Tax at all locations, and also the Downtown Business District Tax when operating at the Riverwalk and Second Street locations.

MOTION: Moved by Trustee Price and seconded by Trustee Wilbrandt to approve a modified Riverwalk sidewalk location near the northeast corner of Second and Washington and an additional sidewalk location adjacent to 107 South Second for the 2016 Itinerant License of Dog 'n' Go. Upon roll call, motion was approved.

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

NAYS: None

B. Consideration of Residential Façade Improvement Loan for 424 S 2nd St (Trustee Price)

Trustee Price noted that a Residential Façade Improvement Loan has been requested by Dean and Jennifer Wiebenga for replacement of a front deck and siding at their residence located at 424 S Second Street. The application meets at all of the program qualifications and is recommended for approval. Applicant Jennifer Wiebenga provided a brief overview of the project.

MOTION: Moved by Trustee Price and seconded by Trustee Yuscka to approve a Façade Improvement Loan in the amount of \$6,000 to renovate a front porch and replace siding at the Wiebenga residence located at 424 South Second Street. Upon roll call, motion was approved.

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

NAYS: None

C. Professional Engineering Services - Demolition RFP for Downtown Parcels (Trustee Price)

Trustee Price advised that a professional engineering services agreement is sought with V3 Companies to develop a comprehensive Request for Proposals for the demolition of several parcels located in the downtown redevelopment area owned by the Village, including 89-93 W Main, 118 S First and 98 Oregon, and, at a later date, 99 W Main. It was noted that V3 has previously prepared a demolition proposal for 118 S First and 98 Oregon, which continues to be current and usable.

A timeframe for the RFP, bid letting, awarding of a contract and completion of the work for both the demolition and restoration of the parcels was noted, with this stage of the overall redevelopment project to be completed this year. The demolition work is anticipated to occur in July.

Discussion was held regarding several logistical questions, with insight provided by Mr. George Schober of V3. It was recommended that site cleanup be addressed both in the demolition and restoration RFPs as an alternative option, to identify the best pricing. It was also recommended

that security fencing be contracted directly by the Village to maintain continuity between the two phases of this work.

Trustee Kembitzky inquired about the potential to refurbish the Pump House (98 Oregon), noting that a structure for such facilities as restrooms and/or central gathering place, similar to The Depot in East Dundee, would be beneficial. It was noted that the condition of the structure is such that refurbishing would be more costly than new construction, and the existing location is not ideal within the conceptual site plan. It was suggested that the potential salvaging of materials, including the brick, be included as a bid alternative.

MOTION: Moved by Trustee Price and seconded by Trustee Yuscka to authorize a Professional Services Agreement between the Village of West Dundee and V3 Companies of Woodridge, IL for the development of a comprehensive Request for Proposals for demolition of 89-99 W Main, 118 S First and 98 Oregon, in an amount not to exceed \$14,000 plus reimbursable expenses. Upon roll call, motion was approved.

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

NAYS: None

XIII. MISCELLANEOUS: There was none.

XIV. ITEMS TO BE DISCUSSED AT A LATER MEETING:

- May 16 – Authorization for Engineering Services Agreement for Rehabilitation / Construction RFP for Downtown Parcels
- June – Authorization to Solicit Bids for Demolition of Downtown Parcels
- July – Recommendation to Award Contract for Demolition of Downtown Parcels
- July – Authorization to Solicit Bids for Rehabilitation / Construction of Downtown Parcels
- August – Recommendation to Award Contract for Rehabilitation / Construction of Downtown Parcels

XV. ADJOURNMENT:

MOTION: Moved by Trustee Price seconded by Trustee Kembitzky to adjourn the Regular Board Meeting. Motion was approved by voice vote.

The Regular Board Meeting adjourned at 8:37 pm.

ATTEST:

Kim Tibbetts
Deputy Village Clerk

Christopher Nelson
Village President