

**REGULAR BOARD MEETING**  
**Village Hall, 102 S. Second Street**

**March 19, 2018 – 7:30 pm**  
**Village of West Dundee**

**I. CALL TO ORDER:**

President Nelson called the Regular Board Meeting to order at 7:30pm.

**II. ROLL CALL:**

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

Also present were Village Manager Joseph Cavallaro, Community Development Director Tim Scott, Finance Director David Danielson, Public Works Director Eric Babcock, Police Chief Andrew Wieteska, Attorney Kathleen Field Orr, TIF Consultant Robert Rychlicki and approximately thirty-five (35) people in the audience.

**III. PLEDGE OF ALLEGIENCE:**

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

**IV. APPROVAL OF AGENDA:**

**MOTION:** Moved by Trustee Kembitzky and seconded by Trustee Yuscka to approve the agenda, as presented. Motion passed unanimously by voice vote.

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

**A. Public Hearing: Proposed Main Street / Route 31 Tax Increment Financing District (TIF)**

**MOTION:** Moved by Trustee Yuscka and seconded by Trustee Kembitzky to recess from the Village Board Meeting to the Public Hearing. Upon roll call, motion was approved.

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

**NAYS:** None

**ABSENT:** Trustee Hanley

President Nelson opened the Public Hearing concerning the establishment of the proposed Main Street / Route 31 Tax Increment Financing District (TIF) at 7:31 pm.

Present were President Nelson, Trustees Anderley, Wilbrandt, Kembitzky, Price and Yuscka. Trustee Hanley was absent.

Also present were Village Manager Cavallaro, Community Development Director Scott, Finance Director Danielson, Public Works Director Babcock, Police Chief Wieteska, Attorney Orr, TIF Consultant Rychlicki and approximately thirty-five (35) people in the audience.

Attorney Orr provided a summary of public notices and conformance with the TIF Act, including newspaper publication regarding an Interested Parties Registry, creation of an Eligibility Study, passage of an Ordinance establishing the Public Hearing date, Joint Review Board review and recommendation of the TIF, establishing an Intergovernmental Agreement (IGA) with Joint Review Board members to mitigate any potential negative impact, direct mail notification to

property owners with 750 feet of the proposed TIF boundaries regarding the Public Hearing, and newspaper publications regarding Public Hearing.

Robert Rychlicki of Kane, McKenna & Associates presented the proposed TIF, including an overview of the Redevelopment Project and Plan, explanation of the TIF mechanism for financing municipal projects, factors that qualified the proposed area as a TIF district, and key elements of the TIF plan.

The proposed TIF area as defined includes properties along Main Street (Route 72) between the Fox River and Route 31, and along Route 31 south to and including the area commonly known as the Haeger Property. The objective of the Redevelopment Plan is to support the redevelopment, revitalization and enhancement of properties within the area.

Mr. Rychlicki explained that a successful TIF produces funding to support economic development goals through allocation of the incremental property tax revenues produced when property values increase over the established base, over the course of up to 23 years. He noted the same property tax rate and obligation is imposed on properties with or without the existence of a TIF.

Based on an Eligibility Study, the following qualifying factors are present in the proposed TIF District: (1) Lagging or declining EAVs, (2) Deterioration, (3) Lack of Community Planning, (4) Obsolescence, (5) Inadequate Utilities. An additional, a standalone factor of Chronic Flooding was also found to be present.

The estimated base EAV for the proposed TIF District is \$15,041,288. It is estimated that the total EAV within the area could increase to approximately \$70,000,000 or \$80,000,000 depending upon market conditions and redevelopment initiatives. Use of TIF dollars received would be subject to Village Board approval, with public improvements and incentives for private redevelopment being eligible costs.

Mr. Rychlicki explained that an established IGA provides for the removal of property within the TIF west of Route 31 or within the Haeger Property in the event that residential development occurs in this area, in order to ensure that new property tax dollars are shared with all taxing bodies in regards to residential development. Excluded from this provision is a 260-unit apartment complex known as Springs at Canterfield, which is currently under construction.

Mr. Rychlicki noted that the Village may not take any action on the proposed TIF until 14 days after the Public Hearing, and must adopt ordinances establishing the TIF within 90 days.

There were no written comments submitted for review.

The Public Hearing was opened for Public Comment.

Julie Fox, West Dundee resident (536 S. Fifth Street) and Chairperson for Fox Valley Libertarians, asked (1) What will be redeveloped and at what cost?, (2) Does the TIF area include any downtown properties that are part of an SSA?, and (3) If new businesses are attracted to the TIF area based on lower taxes, what will keep them from leaving if revenues are not met? Ms. Fox made reference to the Village of East Dundee's debt obligations and use of TIF as noted in their Comprehensive Annual Financial Report, and indicated that TIFs disproportionately benefit large corporations. President Nelson advised that a written response would be provided to Ms. Fox's questions.

Steven Granholm, West Dundee resident (502 South Street) and Trustee Chair for First United Methodist Church in West Dundee, asked (1) How would the TIF benefit a non-profit within the

area?, and (2) Can a non-profit access TIF dollars? Attorney Orr advised that all properties surrounding the TIF area would benefit from such improvements as infrastructure repairs and upgrades, and that there is no prohibition on a non-profit qualifying for TIF dollars, but that such a use of TIF dollars would likely come in the later years of the TIF after an increment is generated. Mr. Granholm asked (3) Will the Village have access to funds to buy property within the TIF district? Attorney Orr answered that if a property is blighted, it could be acquired through eminent domain, with or without a TIF in place, and that the use of TIF dollars would need to be consistent with the Village's Comprehensive Plan and the TIF Redevelopment Plan. She added that the Village does not intend to issue new debt in relationship to the TIF.

Patricia (Trish) A. Glees, Dundee Township Supervisor, confirmed that the Joint Review Board agreed unanimously to the establishment of this TIF and commented positively about the IGA that will remove future residential development. She requested that the Village provide assistance to Dundee Township if new development increases demand for Township resources, referencing the Ride in Kane program and the Springs at Canterfield development.

President Nelson noted that any additional questions or comments may be submitted to the Village during the next 14 days.

There were no other comments from the public or Board

**MOTION:** Moved by Trustee Yuscka and seconded by Trustee Price to adjourn the Public Hearing and return to the Village Board Meeting. Upon roll call, motion was approved.

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

**NAYS:** None

**ABSENT:** Trustee Hanley

The Public Hearing closed at 8:00 pm. The Regular Board Meeting resumed immediately.

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

Trustee Kembitzky stated that at the close of this school year, the D300 will graduate the first dual-credit program students to earn an Associates degree from Elgin Community College (ECC) simultaneous to their high school diploma.

Trustee Kembitzky also noted that a street light is out at the intersection of Route 31 and Route 72.

## **VII. VILLAGE STAFF REPORTS:**

Chief Wieteska reported that the St. Patrick's Day weekends resulted in no major incidents. Grant funded DIU patrols yielded a few arrests. He also noted that Lt. Gorski would be out on medical leave for 4 weeks, after which he will be restricted to light duty for approximately 4 months. Lastly, Chief Wieteska noted that Officer Scheffler has been nominated for the Kane County Officer of the Year Award. He invited the Board to attend the awards ceremony on April 18.

Director Babcock stated that the Huntley Road right-of-way property acquisitions have been certified by IDOT, and that the bid letting is anticipated by the end of April. Construction could begin about 2½ months after bid letting. Dundee Township Supervisor Trish Glees asked if the Illinois Department of Natural Resources (IDNR) release had been received. Manager Cavallaro advised that Ms. Glees' question is in reference to a parcel that was the obligation of the Village of Carpentersville to acquire. Director Babcock stated that he would look into this.

## **VIII. QUESTIONS FROM THE AUDIENCE:**

### **A. Items on the Agenda:**

Patricia (Trish) A. Glees, West Dundee resident (218 N. Third Street), also asked why the Village is seeking to acquire 14' of Lot 5 at 123-127 W Main Street. Manager Cavallaro explained that this portion of land is the existing parking lot entrance and sidewalk improvements that have been in existence since 2001. He noted that the property owner and the Village were not able to come to an agreement for the purchase of the land in 2001, but that the owner agreed to allow the improvements to be made. The owner has now placed his property up for sale and is desirous in finalizing the formal sale of the property underlying the existing public improvements.

### **B. Items not on the Agenda:**

Ms. Glees noted that trash and beer bottles were left on her property following the fireworks display on March 10, 2018. She asked that open containers of alcohol and post-event clean up be better addressed in the future.

## **IX. CONSENT AGENDA:**

- A. Approval of Bill List: 03/19/2018
- B. Approval of Minutes: March 5, 2018 Regular Board Meeting
- C. Authorization to Purchase 14' of Lot 5, 123-127 W Main

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

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

**NAYS:** None

**ABSENT:** Trustee Hanley

## **X. UNFINISHED BUSINESS:**

### **A. Recommendation to Award 2018 Professional Large-Scale Tree Trimming (Trustee Yuscka)**

Trustee Yuscka noted that a bid opening regarding the 2018 Professional Large-Scale Tree Trimming Program was held on March 16, 2018 and that the apparent low bidder was Winkler's Tree Service at a total bid price of \$13,556.61. The Village's anticipated budget for this work was \$22,000.

Director Babcock noted that the Village has not worked with this company before, but that all references were positive, noting that they complete work on time and on budget. Trustee Price asked if the scope of work was understood. It was noted that most of the bids received were lower than anticipated this year, and that the structure of the bid was changed this year from an hourly rate structure to a flat bid amount for an identified work area. Robust specs were provided as to the work that is required under the contract. He added that a pre-work meeting would also be conducted.

Manager Cavallaro noted that if Winkler's performs well, there may be discussion with the Board regarding expansion of the contract with Winkler's for up to another \$8,000 to have additional tree trimming work completed within the budget expectations.

**MOTION:** Moved by Trustee Yuscka and seconded by Trustee Price to award a contract to Winkler's Tree Service of LaGrange, Illinois for professional tree trimming services according to the bid specifications at a total cost of \$13,556.61. Upon roll call, motion was approved.

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

**NAYS:** None

**ABSENT:** Trustee Hanley

**B. Parking Restrictions on S. First Street near Main Street (Trustee Wilbrandt)**

Trustee Wilbrandt stated that parking restrictions are recommended for the three parking spaces in front of 101 S First Street during peak hours. These three parking spaces are part of an extended right turn lane onto Route 72. Recommended are: (1) a No Parking restriction between the hours of 6:00 and 9:00 am Monday through Friday, and (2) 15-minute parking in the northernmost parking space from 9:00 am until 7:00 pm.

Chief Wieteska noted that restricted hours for parking would help to alleviate a bottleneck of vehicles exiting First Street onto eastbound Route 72 during the weekday morning rush. The 15-minute space would allow for quick turnover of the space closest to Route 72 to facilitate a better flow of traffic without negatively impacting the immediately adjacent business, Around the Corner Candy. It was noted that Around the Corner Candy opens at 11:00 am.

Manager Cavallaro noted that the other corners in the downtown area that are Main Street adjacent each have a 15 minute parking space.

**MOTION:** Moved by Trustee Wilbrandt and seconded by Trustee Price adopt an Ordinance amending Title 7, Chapter 2, Section 8 of the West Dundee Municipal Code, restricting parking in front of 101 S. First Street (1) from 6:00 am to 9:00 am, Monday through Friday, and (2) limiting parking to 15 minutes for the first parking stall south of Main Street 9:00 am to 7:00 pm. Upon roll call, motion was approved.

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

**NAYS:** None

**ABSENT:** Trustee Hanley

**C. FY 2018/19 Initial Draft Budget Presentation (Trustee Kembitzky)**

Trustee Kembitzky noted that staff has presented a balanced budget proposal, and invited Director Danielson to present General Fund Revenues, Legislative Division, Administrative & Finance Departments and Legal Division.

Manager Cavallaro provided comments regarding sewer and water capital funding.

Director Danielson discussed General Fund Revenues, noting the General Fund balance is approximately \$2,800,000, above the Government Finance Officers Association's (GFOA) recommended balance of \$2,100,000, which is equal to 90 days of operating funds. He noted that \$1,100,000 in tap-on fees from Springs at Canterfield would be transferred to the Capital Projects Fund, as this is one-time revenue to be used for one-time expenses. He noted that the State of Illinois has reduced the amount of income tax shared with municipalities and has also imposed a 2% fee for collection of Home Rule Sales Tax.

Director Danielson noted that overall, General Fund Revenues are budgeted at a 2.1% increase, primarily due to the additional \$300,000 to be collected through the property tax levy. These funds

are allocated specifically toward capital improvements. He noted that the property tax rate will be received next week, and that with the total EAV for West Dundee up 9%, it is likely that the property tax rate will be lower than last year.

Manager Cavallaro stated that the draft budget reflects proposed increases to the Business License and Rental Registration Fees effective January 2019. These potential increases will be discussed for possible authorization later this year.

It was noted that the transfer from the General Fund to the Water and Sewer Fund, to fund administrative expenses related to the Water and Sewer Fund, is recommended to be decreased. The Motor Fuel Tax and Community Development Fund transfers remain the same as previous years.

Director Danielson pointed out changes in some individual General Fund Revenue line items, and provided a brief overview of the Legislative Division, Administrative & Finance Departments and Legal Division budgets. A discussion regarding reclassification of 3 positions, along with upward movement in the salary schedule, will be presented during the next budget discussion. Salary increases for these positions have been included in the draft budget.

President Nelson noted that the March 26 Board Meeting that was scheduled for continued budget discussed will be cancelled due to lack of availability of Board members, therefore the April 2 meeting will begin at 6:00 pm to continue the budget presentation. A Special Board Meeting will be held on April 9, at which time the Public Hearing will take place. Adoption of the budget is scheduled for April 16.

**XI. MISCELLANEOUS / FUTURE AGENDA ITEMS:**

There was none.

**XII. ADJOURNMENT:**

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

The Regular Board Meeting adjourned at 8:48 pm.

**ATTEST:**

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Kim Tibbetts  
Deputy Village Clerk

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Christopher Nelson  
Village President