

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

**March 16, 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, Police Chief Tony Gorski, Fire Chief Randy Freise, Community Development Director Tim Scott and four (4) people in the audience.

Pursuant to CDC recommendations in regards to COVID-19, attendees were seated approximately 6' apart.

**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 Hanley and seconded by Trustee Anderley to approve the agenda, as presented. Motion passed unanimously by voice vote.

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

**A. Village Update**

President Nelson stated that, in the interest of minimizing time spent at tonight's meeting based on the recommendation for social distancing in an effort to hedge the spread of COVID-19, the scheduled "State of the Village" report will be postponed to a later meeting date.

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

Trustee Kembitzky spoke about Governor Pritzker's Executive Order and Disaster Proclamation, in regards to the closure of restaurants for dine-in customers. She stated that some West Dundee restaurants have indicated that they will offer drive-through, curbside pick-up, in-store pick-up and/or delivery options for customers.

Manager Cavallaro noted that staff has begun compiling a list of those options, and that the Northern Kane County Chamber of Commerce had done the same and provided a list. This information will be shared via the Village's website and social media pages.

**VII. VILLAGE STAFF REPORTS:**

Chief Gorski stated that the Police Department is prepared with personal protective equipment to keep officers safe from exposure to COVID-19. Amended response procedures have been put in place to minimize interaction with the public.

Chief Freise stated that the Fire Department is well prepared, and that numerous meetings have been held with officials from Sherman Hospital, Kane County and QuadCom Departments, and that he has participated on conference calls with State and Federal officials regarding COVID-19. He stated that communication from Sherman Hospital to public safety officials had been lagging, but is improving. He stated that the crew today had the opportunity to put the new response protocols into practice and it worked well.

Manager Cavallaro stated that staff is working closely with QuadCom. He noted that all four Village public facilities are now closed to the public, and that Village Hall staff would not be on site on Tuesday, March 17, as the Board Room is used as a polling place. Public Works will disinfect all public spaces at Village Hall on Wednesday morning. He stated that the Illinois Municipal League is hosting twice weekly conference calls with the Governor's Office and that communication from the State has been very good.

Manager Cavallaro noted that the Governor's Executive Order today suspends the "in-person" requirement for attendance of officials at public meetings, and that future Board and Commission Meetings can be held via teleconference for the duration of the Gubernatorial Disaster Proclamation. He stated that the March Planning & Zoning Meeting has been postponed, therefore the next possible meeting is the April 6 Board Meeting.

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

**IX. CONSENT AGENDA:**

- A. Approval of Bill List: March 16, 2020
- B. Approval of Minutes: March 2, 2020 Regular Board Meeting
- C. Professional Services Agreement for Asbestos Abatement at 200 Washington St

Manager Cavallaro asked early payment of the approved sales tax rebate to The Chubby Bullfrog, as requested via staff memo, be added to the Bill List.

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

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

**NAYS:** None

**X. RESOLUTIONS AND ORDINANCES:**

- A. **Ordinance Approving an Easement Agreement Granting an Easement to FRED West Dundee, LLC for Placement of Signage in Public Right-of-Way for The Seasons at Randall Road (Trustee Price)**

Trustee Price advised that the ordinance under consideration would facilitate an easement for signage to be erected along Randall Road to provide visibility for The Seasons at Randall Road apartment community.

**MOTION:** Moved by Trustee Price and seconded by Trustee Hanley to adopt an Ordinance approving an Easement Agreement granting an easement to FRED-West Dundee, LLC for placement of signage in public right-of-way for "The Seasons at Randall Road". Upon roll call, motion was approved.

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

**B. Ordinance Approving a Zoning Variation for Driveway Curb Cut Width and a Final Plat of Subdivision for a 126-unit Senior Housing Development Known as Westbrook at Canterfield at the Southwest Corner of Angle Tarn and IL Route 31 (Trustee Price)**

Trustee Price advised that the ordinance under consideration would facilitate a variance for the driveway curb cut and a final plat of subdivision for the Westbrook at Canterfield memory care facility, in accordance with prior Board approvals and as recommended by the Planning & Zoning Commission.

**MOTION:** Moved by Trustee Price and seconded by Trustee Yuscka to adopt an Ordinance approving a zoning variation for driveway curb cut width and a final plat of subdivision for a 126-unit senior housing development known as Westbrook at Canterfield at the southwest corner of Angle Tarn and Illinois Route 31. Upon roll call, motion was approved.

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

**C. Ordinance Approving a Development Agreement by and between the Village of West Dundee and Westbrook at Canterfield, LLC (Trustee Price)**

Trustee Price advised that this ordinance provides for the approval of a Development Agreement related to the development of the Westbrook at Canterfield memory care facility. The agreement generally identifies how the development will proceed and provides for a financial inducement to aid the developer in regards to site specific extraordinary improvement costs, which would also aid in the developer's procurement of a loan to finance the project.

Trustee Wilbrandt requested an overview regarding the proposed financial inducement. Manager Cavallaro stated, as the property is located within a Tax Increment Financing District (TIF), the developer would be provided 90% of the property tax increment generated from the property for a period of 4 years, or up to \$1,000,000. After the full amount is rebated, 100% of the tax increment would remain with the Village for the remainder of the life of the TIF. As such, the Village would not be providing cash outright, but rather sharing the receipt of new monies generated by the development.

**MOTION:** Moved by Trustee Price and seconded by Trustee Kembitzky to adopt an Ordinance approving a Development Agreement between the Village of West Dundee and Westbrook at Canterfield assisted living and memory care facility development at the southwest corner of Angle Tarn and Illinois Route 31. Upon roll call, motion was approved.

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

**D. Ordinance Establishing Temporary Executive Powers Pursuant to 65 ILCS 5/11-1-6 (President Nelson)**

President Nelson advised that this ordinance is being presented to facilitate any yet unforeseen needs for emergent financial decisions, or in the event that the Board is not able to meet, in regards

to the COVID-19 pandemic. The Board would be apprised of any actions taken, and any such actions will be presented for retroactive approval at the next Board Meeting.

**MOTION:** Moved by Trustee Kembitzky and seconded by Trustee Hanley to adopt an Ordinance establishing temporary executive powers pursuant to 65 ILCS 5/11-1-6. Upon roll call, motion was approved.

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

**NAYS:** None

**XI. NEW BUSINESS:**

**A. Initial FY 2020-21 Budget Presentation (Trustee Kembitzky)**

Trustee Kembitzky asked that, in lieu of the traditional Budget presentation, Board members submit their questions and comments to Manager Cavallaro, who will compile these and respond back to the entire Board.

Manager Cavallaro asked that the Board specifically review the departmental capital requests and advise of any questions or desire for additional discussion. He noted that some items required prioritization over others due to legal mandates or inability to be deferred.

Manager Cavallaro noted that the Public Hearing remains scheduled for April 20, 2020. He noted that new guidance issued today allows for suspension of some portions of the Illinois Open Meetings Act in order to allow for meetings to occur remotely. As such, the next few Board Meetings may take place via teleconference or video conference. Details will be forthcoming.

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

Trustee Price asked if there would be any change to the timeline for Budget adoption. Manager Cavallaro stated that while flexibility may be afforded, staff will require guidance from the Board regarding Village financing going forward, and as such no change to the timeline is currently anticipated.

**XIII. ADJOURNMENT:**

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

The Regular Board Meeting adjourned at 7:51 pm.

**ATTEST:**

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Kim Tibbetts  
Deputy Village Clerk

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Christopher Nelson  
Village President