



**MINUTES OF A SPECIAL
VILLAGE BOARD MEETING OF
THE VILLAGE OF CLARENDON HILLS
PRESIDENT AND BOARD OF TRUSTEES**

**Village of Clarendon Hills
One North Prospect Avenue, Clarendon Hills, Illinois**

April 19, 2021

President Austin called the meeting to order at 6:35 p.m.

1. ROLL CALL

Present at Roll Call (Electronically): President Austin

Present at Roll Call (Electronically): Trustees DeDobbelaere, Freve, Hall, Jordan, Jorissen, and Knoll

Also Present: Village Manager Barr

Also Present (Electronically): Assistant Village Manager Creer, Finance Director Potempa, Fire Chief Leahy, Police Chief Dalen, Public Works Director McLaughlin, Village Attorney Guisinger, and Clerk Tandle

2. PLEDGE OF ALLEGIANCE

3. PETITIONS AND COMMUNICATIONS/PRESIDENT'S REPORT

3.1. COVID-19 Update: Village Manager Barr reported that, although trendlines have not been good, there is some indication that the number of positive cases is starting to flatten out. Hospitalizations in the county and throughout the country continue to rise. Death rates remain stable. Approximately 28.5% of DuPage County residents have been fully vaccinated and approximately 397,000 have received a first dose of the vaccine. DuPage County health officials reported that new data indicates some people who have been fully vaccinated have contracted the virus, but those "breakthrough" cases fall within the expected effective rate for vaccines and are very rare. Approximately 86% of DuPage County residents age 65 and over have received at least a first dose of the vaccine and 74% have been fully vaccinated. Approximately 50% of DuPage County residents age 16 and over have received a first dose of the vaccine. DuPage County health officials continue to encourage municipalities to support the vaccination effort.

3.2. Trustee hall moved to approve a Proclamation declaring April 30, 2021 as Arbor Day in the Village. Trustee Jordan seconded.

On the call of the roll, the vote was as follows:

Ayes: Trustees DeDobbelaere, Freve, Hall, Jordan, Jorissen, and Knoll

Nays: None

MOTION CARRIED

- 3.3. Trustee Knoll moved to approve a Proclamation of Appreciation to Elyssa Chandler for her initiative in creating a software program for the Finance Department which will save Village staff hours of time inputting manual entries. Trustee Jorissen seconded.

On the call of the roll, the vote was as follows:

Ayes: Trustees DeDobbelaere, Freve, Hall, Jordan, Jorissen, and Knoll

Nays: None

MOTION CARRIED

Ms. Chandler was present electronically and explained how she developed the new software program. The Board extended its gratitude to Ms. Chandler and appreciation for her efforts to assist the Village. Finance Director Potempa announced that the Village is granting Ms. Chandler a \$500 college scholarship for her excellent work.

4. **ADDRESSES FROM THE AUDIENCE – NON-AGENDA ITEMS** – There were none.

5. **RECESS TO STANDING COMMITTEE MEETINGS**

Trustee Jorissen moved to recess to Community and Intergovernmental Affairs, Finance, and Land Use Committees at 6:50 p.m. Trustee Knoll seconded.

On the call of the roll, the vote was as follows:

Ayes: Trustees DeDobbelaere, Freve, Hall, Jordan, Jorissen, and Knoll

Nays: None

MOTION CARRIED

Community and Intergovernmental Affairs

5.1. The 2021 “Dancin’ in the Street” summer concerts are scheduled every Wednesday from July 7 through July 28 (four concerts). The special events working group requested issuance of a temporary liquor license and waiver of the liquor license fee for the concert series. The volunteers who will be serving alcohol must be BASSET trained and wristband and clear cup requirements must be observed.

5.2. The owners of the property at 30 S. Prospect Avenue are planning to open an Italian restaurant, Il Mio, in June and have applied for a Class C liquor license and a Class H outdoor seating/dining license. Police Chief Dalen reported that background checks did not indicate anything that would prohibit the owners from being granted the liquor licenses. An Ordinance was presented for adoption that amends Chapter 33, Section 33.12 of the Village Code to increase the number of available Class C and Class H liquor licenses. Rich Ciota, the applicant and majority shareholder, was present at the meeting. He stated that, in addition to the restaurant’s full service bar, he intends to feature small-batch wines for consumption on premises and for carry out purchases. Because the sale of packaged goods is not included in the current Class C liquor license classification, the Board recommended tabling approval of the Ordinance until the May 3 Village Board meeting to allow staff to determine the appropriate liquor license classification for Il Mio restaurant.

Finance

5.3. Trustee Jorissen presented the 1st Quarter Treasurer's Report for calendar year 2021 for the period of January 1, 2021 through March 31, 2021.

Land Use

5.4. Based on the recommendation of the Economic Development Commission, the Board directed staff to prepare a Resolution to adopt a Downtown Tax Increment Financing ("TIF") Grant Program (the "Program"). Eligibility for grant funding will be divided into two categories: aesthetic improvements and capital improvements. Funding for aesthetic improvements is proposed to be eligible at 50% of verified eligible expenses up to \$10,000. Funding for capital improvements is proposed to be eligible at 100% of verified eligible expenses up to \$100,000. Funding requests for capital improvements would also require that there be a commitment for aesthetic or non-TIF-eligible expenses having equal value to the requested grant amount. Trustee Freve asked if the Program will have an impact on the redevelopment agreement that was discussed on April 5 because the amount under consideration is greater than \$100,000. Village Attorney Guisinger stated that the Program was developed to serve as guidelines only and does not limit the Village Board's authority to consider projects on a case by case basis. The Board requested that Attorney Guisinger review the Program to make any amendments that may be necessary to clarify that the Village Board has discretion to increase or decrease TIF incentives as it deems appropriate and to indicate that the Program serves as general guidelines. A Resolution was presented for adoption that approves the establishment of an Aesthetic and Capital Property Improvement Grant Program for properties in the Downtown TIF District for the 2021 calendar year in the amount of \$200,000.

5.5. Brad Smith, Manager of Pine Grove Partners, LLC ("Pine Grove"), has indicated that Pine Grove would like to assemble the property at 104 Walker Avenue and the Village-owned property at 301 Park Avenue. Mr. Smith indicated that Pine Grove is proposing to develop a second residential development based on the success of its 229 Park Avenue mixed-use development. During previous discussions, the Board agreed to consider selling the property after obtaining a third-party appraisal confirming the property's value. A Letter of Intent ("LOI") was submitted by Pine Grove for Board approval. The LOI was based on a 2017 appraisal and the suggested purchase price is less than the Board believes the property is worth. The Board was inclined to table action on the LOI until the current appraised value is known. Mr. Smith requested that the Board execute the LOI with the understanding that it is non-binding and that the purchase price can be negotiated at a later date. By approving the LOI, Pine Grove can get the process started. The Board agreed to approve the LOI with the understanding that the purchase price of the property may need to be negotiated if the appraised value is significantly higher than the 2017 appraisal and as part of an overall development agreement.

5.6. Staff believes it is likely that a zoning application will be submitted soon for a large group home project on Ruby Street. Village Attorney Guisinger presented a list of generally permissible group home regulations under the Federal Fair Housing Act ("FHA") and the Americans with Disabilities Act ("ADA") which may be used to regulate the operation and location of large group homes, as defined by the Village Zoning Ordinance. It was noted that the purpose of considering

generally permissible large group home regulations is to provide a starting point for discussions between the Village Board and staff to develop guidelines for the Village's Zoning Ordinance for both large group homes and short-term rental properties. The Board suggested reviewing guidelines that have been established by neighboring communities regarding these issues and asking the Land Use Committee to meet with staff and Village Attorney Guisinger to provide initial recommendations to the Board. Village Attorney Guisinger stated that he will provide sample regulations and ordinances adopted by other municipalities to review.

6. RECONVENE THE VILLAGE BOARD MEETING

Trustee Jordan moved to reconvene the Village Board meeting at 8:10 p.m. Trustee Freve seconded.

On the call of the roll, the vote was as follows:

Ayes: Trustees DeDobbelaere, Freve, Hall, Jordan, Jorissen, and Knoll

Nays: None

MOTION CARRIED

7. ADDRESSES FROM THE AUDIENCE – AGENDA ITEMS – There were none.

8. CONSENT AGENDA/OMNIBUS VOTE

Agenda Item 8.3 was Tabled. Agenda Item 8.6 was removed for amendment and a roll call vote. Trustee Jordan moved to approve the Consent Agenda as amended and then itemized by President Austin. Trustee Knoll seconded.

On the call of the roll, the vote was as follows:

Ayes: Trustees DeDobbelaere, Freve, Hall, Jordan, Jorissen, and Knoll

Nays: None

MOTION CARRIED

8.1. Approval of the Special Village Board Meeting Minutes of April 5, 2021 – OMNIBUS VOTE

8.2. Authorization to issue a Class T–Temporary Special Event Retailer’s Liquor License and waive the liquor license fee for the 2021 “Dancin’ in the Street” summer concert series – OMNIBUS VOTE

8.3. Waive First Consideration, Second Consideration/Adoption of “An Ordinance Amending Chapter 33, Section 33.12 of the Clarendon Hills Village Code in regard to an Increase in the Number of Class C and Class H Liquor Licenses” (The 30 Restaurant LLC d/b/a Il Mio) – [TABLED]

8.4. Approval of Claims No. 21-04-02 in the amount of \$1,136,643.84 – OMNIBUS VOTE

8.5. Acceptance of the Treasurer’s Report for the period of January 1, 2021 through March 31, 2021 – OMNIBUS VOTE

- 8.6. Adoption of “A Resolution Approving the Establishment of an Aesthetic and Capital Property Improvement Grant Program for Properties in the Downtown TIF District for the 2021 Calendar Year in the Amount of \$200,000” – [SEE SEPARATE MOTION BELOW]
- 8.7. Authorization for the Village Manager to sign a Letter of Intent dated April 13, 2021 for 301 Park Avenue and directing staff to negotiate a contract to sell the property to Pine Grove Partners subject to the conditions outlined in the Letter of Intent – OMINBUS VOTE

FOLLOWING APPROVAL OF THE CONSENT AGENDA:

- 8.6. Trustee Jordan moved to adopt “A Resolution Approving the Establishment of an Aesthetic and Capital Property Improvement Grant Program for Properties in the Downtown TIF District for the 2021 Calendar Year in the Amount of \$200,000” subject to the revisions to be approved by Village Attorney Guisinger (Resolution No. R-21-19). Trustee Hall seconded.

On the call of the roll, the vote was as follows:

Ayes: Trustees DeDobbelaere, Freve, Hall, Jordan, Jorissen, and Knoll

Nays: None

MOTION CARRIED

9. **NON-CONSENT AGENDA ITEMS** – There were none.

10. REPORTS OF OFFICERS

- Village Manager Barr stated that the Board will be convening into executive session after tonight’s meeting. He reported that Village Hall staff has transitioned to a cycle of working four days in the building and working one day remotely on selected days to provide some degree of physical distancing. He suggested that the Board and staff begin discussions regarding the appropriate time to resume in-person public meetings. Although official results have not been announced from the 2021 Consolidated Election, Manager Barr stated that staff has begun the orientation process for the three new elected Trustees who will be seated on May 17. He also stated that the summer schedule for Village Board meetings will be presented at an upcoming meeting to determine which, if any, meetings the Board may choose to cancel and to consider a date to conduct the biennial strategic planning session.
- Assistant Village Manager Creer reported that the special events working group is scheduled to meet next week to finalize details for the Dancin’ in the Street summer concert series. He also noted that the refuse transition went smoothly, the number of resident calls has dropped, and that there are just a few remaining items that need to be addressed.
- Finance Director Potempa reported that she and Kelly Green from the Police Department have been coordinating with representatives from Third Millennium regarding vehicle stickers. She noted that vehicle stickers will be available for purchase on-line and at the

Village Hall and the Police station beginning May 1. Additional details will be provided soon.

- Fire Chief Leahy concurred with Village Manager Barr's report regarding an increase in the number of positive COVID-19 cases. He stated that the majority of Fire Department personnel have been fully vaccinated. He reported that the department has responded to a number of COVID-19-related calls recently and that all department personnel are treating every call with extreme caution to avoid possible exposure.
- Trustee DeDobbelaere asked Public Works Director McLaughlin to elaborate about an incident that occurred on Chestnut Avenue last Thursday evening. Director McLaughlin stated that a driver went off the road, struck a fire hydrant, and then abandoned the vehicle. He stated that all Village fire hydrants have an underground auxiliary shut-off valve to prevent water loss in these types of events. The hydrant is anticipated to be replaced next week. Investigation regarding this matter is pending.

11. OTHER BUSINESS

Trustee DeDobbelaere asked about the timing for distribution of the \$1 million Federal government COVID-19 relief package to which Village Manager Barr referred on March 15. Village Manager Barr stated that the Village anticipates receiving two installments, one in June 2021 and the second installment one year later. He anticipates that this will be a topic that will be discussed during the strategic planning session.

12. EXECUTIVE SESSION

Trustee Knoll moved to recess to Executive Session under Section 2(c)(1) of the Open Meetings Act regarding the employment, compensation, discipline, performance or dismissal of a specific employee or employees of the Village at 8:25 p.m. Trustee Jorissen seconded.

On the call of the roll, the vote was as follows:

Ayes: Trustees DeDobbelaere, Freve, Hall, Jordan, Jorissen, and Knoll

Nays: None

MOTION CARRIED

13. RECONVENE THE VILLAGE BOARD MEETING

The Village Board meeting was reconvened at 8:58 p.m., with the following Village Board members present: President Austin and Trustees DeDobbelaere, Freve, Hall, Jordan, Jorissen, and Knoll.

14. ADJOURNMENT

There being no further business to come before the Board, Trustee Knoll immediately moved to adjourn the meeting at 8:58 p.m. Trustee Jorissen seconded.

On the call of the roll, the vote was as follows:

Ayes: Trustees DeDobbelaere, Freve, Hall, Jordan, Jorissen, and Knoll

Nays: None

MOTION CARRIED

Dawn M. Tandle
Village Clerk