

**MINUTES**  
**BOARD MEETING**  
**April 18<sup>th</sup> 2016 – 5:30 P.M.**  
**VILLAGE OF PORT BYRON IL**

The second April Board Meeting was called to order with the Pledge of Allegiance by Mayor Kevin Klute, at 6:04 p.m. on Tuesday April 18, 2016.

**CALL TO ORDER BY MAYOR KEVIN KLUTE**

**ROLL CALL / ESTABLISHMENT OF QUORUM / PLEDGE OF ALLEGIANCE**

(Any item on this agenda could result in possible action.)

**Roll Call #1: Present: Trustees Sidor, Sullivan, Peterson, Wells, Bitler**

**Absent: Meade**

**Mayor Kevin Klute declared a quorum to be present**

**Also Present: Graham Lee: attorney; Jared Fluhr: MSA**

**OFFICIAL BUSINESS**

a. FY16-17 Audit Proposal

Audit proposal will be covered under Finance

**COMMENTS FROM THE MAYOR**

Mayor mentioned an article regarding the FORC Trials going in at Dorrance Park

**GALLERY** (Comments must be limited to 5 minutes per person, 30 minutes per subject.)

Tommy is being confirmed at the 5:00 Mass

**COMMITTEE REPORTS**

**A. PUBLIC INFORMATION/FINANCE COMMITTEES**

1. **Tug Fest Committee** **LIAISON CLINTON SULLIVAN**  
**NOTHING TO REPORT**

2. **TIF** **TODD WIEBENGA**

a. Pregracke TIF application

Todd presented a TIF application from Chad Pregracke and his wife, Tammy Becker. They purchased 116 N. Main St. They had already received an inducement resolution. They are doing \$354,914 in extensive renovations, and would like to receive 15% post construction grant. (\$53,237) The 1<sup>st</sup> floor will be commercial property. The 2<sup>nd</sup> floor will be 2 apartments. They are adding a 3<sup>rd</sup> floor, which will also be a residential unit.

**Trustee Sidor made a motion to approve a 15% TIF grant, not to exceed \$53,237 with any rebates disclosed and not included in eligible costs, seconded by Trustee Peterson**

**RC #2: Ayes: Sidor, Peterson, Wells, Bitler, Sullivan**

**Nays: none**

**Absent: Meade**

**Mayor Klute declared the motion approved.**

b. Discuss TIF usage

Todd suggested the board discuss how they would like to use TIF Funds,

as anyone living in the TIF District is eligible to receive funds according to the guidelines. Would the board like to focus on commercial projects? There are 3 options available and guidelines should be in place beforehand.

c. Review VanDriessche Resolutions

Shawn VanDriessche previously received a grant, since then he has bought out his partner, and needs the development agreements to be assigned to his present LLC.

**Trustee Sidor made a motion to approve the assignment of the Timberline Builders development agreement to SV Properties LLC, seconded by Trustee Bitler**

**RC #3: Ayes: Sidor, Bitler, Wells, Peterson, Sullivan**

**Nays: none**

**Absent: Meade**

**Mayor Klute declared the motion approved.**

**Trustee Sidor made a motion to approve the assignment of the VanBat LLC development agreement to SV Properties LLC, seconded by Trustee Bitler**

**RC #4: Ayes: Sidor, Bitler, Wells, Peterson, Sullivan**

**Nays: none**

**Absent: Meade**

**Mayor Klute declared the motion approved.**

Todd reviewed the TIF 'Budget' funds.

d. TIF Administrator position

Todd explained that he has been performing the TIF Administrator duties for 3 years as an unpaid employee and feels there is a significant liability and burden he has taken on. We have discovered that the position was created as a paid position, and the subject will be further discussed.

**3. MSA**

a. Water & Sewer CIP Rate Study Amendment

This process began over a year ago. The original contract was for \$5,700 but it took significantly longer to complete the project than anticipated, and MSA did provide services outside the original scope of work and would like to amend in the amount of \$4,400. There was much discussion as to how this happened without prior approval, and more discussion as to the extra assistance and support they did provide to the Village.

**Trustee Wells made a motion to approve the contract amendment in the amount of \$4,400, seconded by Trustee Sullivan**

**RC #5: Ayes: Wells, Sullivan, Peterson, Bitler**

**Nays: Sidor**

**Absent: Meade**

**Mayor Klute declared the motion approved.**

b. Street Evaluation & CIP Proposal

This will be presented at next meeting, as Eric (Public Works) is not present.

Eric and Jared attended an interesting meeting with IDOT in Dixon, more to come.

**4. IRDC Committee TRUSTEE WES WELLS**

a. Updates

They are working on rewriting the sewer policy. If it is done by numbers, the ordinance will need to be rewritten each year. Percentages will be

easier to work with.

b. Minutes from the Jan 28, Feb 10 & March 9 Meetings (C/A Item E)

**5. Village Finance Committee TRUSTEE SCOTT SIDOR**

a. Credit Card Statements from March 2016 (C/A Item F)

The auditors have given an audit proposal, at a cost of \$9000 for the FY15/16 yearend audit and annual financial report and filing for \$1075.

**Trustee Sidor made a motion to approve an amount not to exceed \$9000 for the yearend audit and not to exceed \$1075 for electronic filing, seconded by Trustee Peterson**

**RC #6: Ayes: Sidor, Peterson, Wells, Sullivan, Bitler**

**Nays: none**

**Absent: Meade**

**Mayor Klute declared the motion approved.**

**6. Economic Development TRUSTEE CLINTON SULLIVAN**

a. Minutes from the March Economic Development Meeting (C/A Item G)

These were unavailable and will be on the next agenda

Clearing is beginning tomorrow at Dorrance Park. Information will be on the website. Volunteers are welcomed and needed

**7. Planning/Zoning Committee TRUSTEE GERRY MEADE**

a. Village Church signs.

This is still in the works. Route 84 is designated as a scenic byway and has additional special requirements.

b. Playground recommendations

The Burke design was approved. \$31,000 price tag is discounted and does not include fencing. Bruce is looking into Rotary and some other assistance with costs.

c. Water Taxi.

There is a meeting on the 26<sup>th</sup> with Joe Taylor and St. Ambrose

d. Minutes from the March 9<sup>th</sup> P&Z Meeting (C/A Item D)

**8. Ordinance, Grants & Audits TRUSTEE WES WELLS**

a. Rental Code Progress

There was a 2 hr meeting with property owners and they went over the code and made some changes. Another meeting will be on the 27<sup>th</sup>. The first official reading should occur at the first May Board Meeting. A copy will be put on the website.

**9. Personnel TRUSTEE BRIAN BITLER**

To be discussed in closed session

Summer Help will be starting soon.

**10. Public Health TRUSTEE BRUCE PETERSON**

**NOTHING**

**B. PUBLIC WORKS DON LOY**

a. Electronic sign

This will be on the next agenda

1. **Recycling and Refuse** **TRUSTEE BRUCE PETERSON**  
May 7 is Town Cleanup and bulk trash pickup
2. **Water/Sewer** **TRUSTEE WES WELLS**
  - a. Sewer Rate Policy  
This has been covered.
3. **Buildings & Grounds/Streets & Street Lights** **TRUSTEE BRIAN BITLER**  
**NOTHING TO REPORT**
4. **Cemetery** **TRUSTEE GERRY MEADE**  
Decorative items need to be removed from gravesites for cleanup.
5. **Administrative** **MAYOR KLUTE**
  - a. Minutes from the April 4<sup>th</sup> Board Meeting (C/A Item A)
  - b. RICO Sheriff Reports for March 2016 (C/A Item B)
  - c. RCFPD Reports for March 2016 (C/A Item C)

**VII REVIEW ITEMS ON CONSENT AGENDA**

<i>ITEM</i>	<i>Action</i>	<i>Description</i>
A	Approve	Minutes from the April 4, 2016 Board Meetings
B	Receive	RICO Sheriff Reports for March 2016
C	Receive	RCFPD Reports for March 2016
D	Approve	Minutes from the March 9 <sup>th</sup> P&Z Meeting
E	Approve	Minutes from the Jan 28, Feb 10 & March 9, 2016 IRDC Meetings
F	Approve	Credit Card Statements from March 2016
G	Approve	Minutes from the March Economic Development Meeting <b>UNAVAILABLE</b>

**MOTION TO APPROVE CONSENT AGENDA**

Trustee Sullivan made a motion to approve the Consent Agenda Items A-F, seconded by Trustee Wells

**RC #7: Ayes: Sullivan, Wells, Bitler, Peterson, Sidor,**

**Nays: none**

**Absent: Meade**

**Mayor Klute declared the Consent Agenda approved.**

**CORRESPONDENCE**

**NONE**

**OLD BUSINESS**

**NONE**

**NEW BUSINESS**

Trustee Sidor reminded the others to contemplate how they would like to see TIF Funds to be distributed. Economic Development will be discussing this and may welcome input.

Meeting April 26 at Blue Iguana in LeClaire regarding Water Taxi.....Bruce will buy lunch

**GALLERY – QUESTIONS, COMMENTS  
NOTHING**

Trustee Bitler made a motion to recess to closed session to discuss personnel, seconded by Trustee Sullivan

**RC #8: Ayes: Bitler, Sullivan, Wells, Peterson, Sidor  
Nays: none  
Absent: Meade  
Mayor Klute declared the motion approved.**

**Closed Session (5ILC120-2A)  
a. Discuss Personnel**

Trustee Peterson made a motion to return to open session, seconded by Trustee Wells.

**RC #9: Ayes: Peterson, Wells, Bitler, Sidor, Sullivan  
Nays: none  
Absent: Meade**

**ADJOURN**

Trustee Peterson made a motion to adjourn, seconded by Trustee Wells

**All Ayes**

**Mayor Klute declared the meeting adjourned at 7: 58 PM.**

**May 16, 2016**

Approved (Date)

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Mayor – Kevin Klute

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Village Clerk – Kari Rozeboom