

**MINUTES**  
**BOARD MEETING**  
**September 19<sup>th</sup>, 2016 – 6:00 P.M.**  
**VILLAGE OF PORT BYRON IL**

The second September Board Meeting was called to order with the Pledge of Allegiance by Mayor Kevin Klute, at 6:00 p.m. on Monday September 19<sup>th</sup>, 2016.

**CALL TO ORDER BY MAYOR KEVIN KLUTE**

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

**Roll Call #1: Present: Trustees Brian Bitler, Gerry Meade, Bruce Peterson, Scott Sidor, Wesley Wells**

**Absent: Trustee Patrick Strobel**

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

**Also Present: Manny Rivera, RICO Sheriff; Todd Wiebenga, TIF Administrator**

**OFFICIAL BUSINESS**

- a. Possible donation to RCFPD Annual Halloween Party

**Trustee Sidor made motion to donate \$100 to RCFPD Annual Halloween party, seconded by Trustee Bitler**

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

**Nays: none**

**Absent: Strobel**

**Mayor Klute declared motion approved**

**COMMENTS FROM THE MAYOR**

- a. Early voting will be offered at Village Hall on Wednesday 11/2/16 from 8:15-4:00

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

- a. Resident John Chabrian inquired as to status of bid process on cemetery walls
- b. Jared Fluhr, MSA, reviewed the 3 different bids
  - 1. Bidders were all bidding installation of 2 walls, but unclear as to extent of other work that would be performed by the bidder, (e.g., removal of old wall, restoration on top soil, w\seeding etc.
  - 2. Wide variance in bid amounts, likely due to differing work performed
  - 3. Recommend Erik (Public Works) go back with more specifics as to bidding expectations so comparisons can be more effectively made

**Trustee Bitler made motion to authorize Mayor Klute that, upon clarification of bids and conversation with Public Works and MSA, to approve cemetery wall project NTE \$13,500, seconded by Trustee Meade**

**RC #3: Ayes: Bitler, Meade, Peterson, Wells**

**Nays: Sidor**

**Absent: Strobel**

**Mayor Klute declared motion approved**

**COMMITTEE REPORTS**

- A. **PUBLIC INFORMATION/FINANCE COMMITTEES**
  - 1. **TUG FEST COMMITTEE**      **LIAISON WES WELLS**  
No updates

2. **TIF** **TODD WIEBENGA**
  - a. Attended the TIF Fall meeting in Chicago, learned a lot
    1. Heard stories of what to do and what not to do
    2. Will provide more info to Board later
  - b. Discussion on using TIF Funds for residential projects
    1. Well within Illinois state law to use TIF funds for residential development
    2. Have received first TIF request for funds toward construction of new single-family house
    3. Discussion ensued as to how TIF funds could be received and distributed
    4. Will have a TIF Committee meeting to discuss, and bring to Board later
    5. Trustee Peterson proposed Planning & Zoning Committee should have a joint discussion with TIF Committee on this issue of using TIF funding for residential projects
      - (a) Todd said he would attend P & Z meeting, and address concerns
    6. Anticipate future announcement of possible TIF eligibility for residential development
    7. Trustee Meade will obtain list of lots available in TIF district
  - c. Discussion on development agreements
    1. Properly should be called “RE-development” agreements
    2. Trustee Peterson asked re: ramifications of developer asking for TIF funds for sewer and streets, etc. – felt that was a different issue
  - d. Review of TIF “Budget”
    1. Distributed spreadsheet of revenue/expenditures to TIF
    2. Reminded Board that Pregracke and Swanson TIF grants will be payable by end of year
    3. Also discussed state of funds presently and in future
3. **MSA**
  - a. 2016 MFT Girard St project
    1. Last meeting Board requested further look at drainage
    2. Trustee Bitler spoke with Public Works (Erik) and they approved
    3. Village can make final payment
  - b. MSA working on Rt. 84 sidewalk project
    1. Will be ready to submit 90% plans to IDOT soon
    2. Will be bid over next winter presumably
    3. Village will be responsible for tree removal outside of contract
  - c. Village GIS in development
  - d. Erik (Public Works) and MSA will meet to analyze street repair/rehab needs
  - e. Subdivision Ordinance review
    1. Board requested MSA review and possible developer’s agreement
    2. MSA would normally do review on an hourly cost-basis
    3. Have already noticed lack of fee structure in Ordinance, which they’d recommend to develop
    4. Discussion as to developer agreement, which is separate from a TIF agreement
  - f. Suggested that, at budget time, Village include a “General Engineering and Miscellaneous Services Agreement” to cover various kinds of issues that may arise needing engineering review
  - g. Warranty work on Walnut St by Valley Construction – they know and will advise MSA, will push harder for completion
4. **IRDC COMMITTEE** **TRUSTEE PATRICK STROBEL**

No updates

- 5. **ECONOMIC DEVELOPMENT** **TRUSTEE WES WELLS**
  - a. Sue Hebel: River City Rotary re: "Little Libraries"
    - 1. Rotary obtained a grant to build and install "Little Libraries"
    - 2. Rotary will do all installation and maintenance
    - 3. Just requesting Village to pick spot to place it
    - 4. Will come back to Board in November
    - 5. Mayor asked P & Z to pick spot
  - b. Approve minutes from 6/13/16 and 8/8/16 Econ Dev meetings (C/A Item D)
  - c. Reminded all of the Will2Ben ride on October 9<sup>th</sup> at 8:00 AM
  
- 6. **VILLAGE FINANCE COMMITTEE** **TRUSTEE SCOTT SIDOR**
  - a. Review of FY16 Audit by Jim Taylor, CMGC

**Trustee Sidor made motion to accept the FY16 Audit, seconded by Trustee Wells**  
**RC #4: Ayes: Sidor, Wells, Peterson, Meade**  
**Nays: none**  
**Absent: Bitler, Strobel**  
**Mayor Klute declared motion approved**

- b. Closing bank accounts #44248 and #44245
  - 1. Accounts were established for EPA loan receipts, have little or no balances and no receipts
  - 2. Will start costing Village fees

**Trustee Sidor made motion to close bank accounts #44248 and #44245, seconded by Trustee Wells**  
**RC #5: Ayes: Sidor, Wells, Peterson, Meade**  
**Nays: none**  
**Absent: Bitler, Strobel**  
**Mayor Klute declared motion approved**

- c. Replacement of Kari Rozeboom with Barbara Cray as Village signatory

**Trustee Wells made motion to approve Barbara Cray as Village signatory, seconded by Trustee Peterson**  
**RC #6: Ayes: Wells, Peterson, Sidor, Meade**  
**Nays: none**  
**Absent: Bitler, Strobel**  
**Mayor Klute declared motion approved**

- 7. **PLANNING/ZONING COMMITTEE** **TRUSTEE GERRY MEADE**
  - a. Developers Agreement, also known as Subdivision Ordinance – is it stand-alone or w/TIF?
    - 1. Not common if development not in TIF, plus much more developmental and construction details in developer agreement
    - 2. Ordinance changes and updates may impact current agreement

**Trustee Meade made motion to authorize MSA to review and update the 1996 Subdivision Ordinance, at a cost NTE \$5000, seconded by Trustee Peterson**  
**All Ayes**  
**Mayor Klute declared motion approved**

- b. Approve minutes from the 8/10/16 P&Z meeting (C/A Item E)

- c. High Street Beautification
  - 1. One of P & Z projects for this year
  - 2. Bob Lagerblade has come back with recommendations, which was distributed by Trustee Meade
  - 3. They have 4 recommendations approved by P & Z:
    - (a) Village initiate rewards for property improvement
    - (b) Village become leader in maintenance
    - (c) Work on signs
    - (d) Village continue to seek funds from state
  - 4. Trustee Meade recommended tabling these for grant outcome decision and will advise Clerk as to when it will need to be on agenda
  - 5. Zoning Board will hear request for variance on October 12

**8. ORDINANCE, GRANTS & AUDITS TRUSTEE WES WELLS**  
No updates

**9. PERSONNEL TRUSTEE BRIAN BITLER**  
No updates

**10. PUBLIC HEALTH TRUSTEE BRUCE PETERSON**  
a. Flu shots on October 21 in Village Hall from 1-3 pm

**B. PUBLIC WORKS DON LOY**

**1. RECYCLING AND REFUSE TRUSTEE BRUCE PETERSON**  
a. Curbside bulk pickup scheduled for Saturday October 1st  
b. Requested it be posted on Village Sign

**2. WATER/SEWER TRUSTEE PATRICK STROBEL**  
No updates

**3. BLDG. & GROUNDS/STREETS & STREET LIGHTS TRUSTEE BRIAN BITLER**  
a. Gate on playground broken

- 1. Will wait until spring to repair
- 2. Also decided to post sign to effect that "Park is Open Dawn to Dusk"

**4. CEMETERY TRUSTEE GERRY MEADE**  
a. Nominate Lon (Andy) Rogers Jr. to the Cemetery Committee

**Trustee Meade made motion to nominate Lon (Andy) Rogers Jr to serve on the Cemetery Board, seconded by Trustee Peterson**  
**All Ayes**

**Mayor Klute declared motion approved**

b. Bids on replacement of cemetery wall – next meeting (9/26) will get assessment as discussed earlier in this meeting

**5. ADMINISTRATIVE MAYOR KLUTE**  
a. Minutes from the 7/18, 8/1, ~~8/15 and 9/6~~ Board Meetings (C/A Item A)  
b. RCFPD Reports for August (C/A Item B)  
c. RICO Sheriff Reports for August (C/A Item C)

**REVIEW ITEMS ON CONSENT AGENDA**

<b>ITEM</b>	<b>Action</b>	<b>Description</b>
A	Approve	Minutes from the 7/18, 8/1, 8/15, and 9/6/16 Board Meetings
B	Receive	RCPD Reports for August
C	Receive	RICO Sheriff Reports for August
D	Approve	Minutes from the 6/13/16 and 8/8/16 Econ Dev meetings
E	Approve	Minutes from 8/10/16 P&Z meeting

**MOTION TO APPROVE CONSENT AGENDA**

**Trustee Sidor made motion to approve the Consent Agenda, as amended, seconded by Trustee Wells**

**All Ayes**

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

**CORRESPONDENCE**

a. Thank you from Jr. RAMS Wrestling Club for use of Village facility

**OLD BUSINESS**

Trustee Meade had complained at last meeting about state of Riverfront Park, and Public Works has since addressed

**NEW BUSINESS**

None

**GALLERY – QUESTIONS, COMMENTS**

None

**ADJOURN**

**Trustee Peterson made a motion to adjourn, seconded by Trustee Sidor**

**All Ayes**

**Mayor Klute declared the meeting adjourned at 7:43PM.**

\_\_\_\_\_  
Approved (Date)

\_\_\_\_\_  
Mayor – Kevin Klute

\_\_\_\_\_  
Village Clerk – Barbara Cray