

MINUTES
BOARD MEETING
VILLAGE OF PORT BYRON IL
January 17, 2017

The second January Board Meeting was called to order with the Pledge of Allegiance by Mayor Kevin Klute, at 6:03 p.m. on Tuesday January 17, 2017.

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

Absent: Patrick Strobel, Wesley Wells

Mayor Kevin Klute declared a quorum to be present

**Also Present: Carol Henry, Treasurer; Manny Rivera, RI CO Sheriff Deputy;
Eric Sikkema, Public Works**

COMMENTS FROM THE MAYOR

None

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

None

COMMITTEE REPORTS

A. PUBLIC INFORMATION/FINANCE COMMITTEES

1. TUG FEST COMMITTEE LIAISON WES WELLS

No updates, per Tammy Knapp, Tug Chairperson

2. TIF TODD WIEBENGA

- a. Distributed copy of TIF grant application request from Platinum Properties
 - 1. Board previously passed an Inducement Resolution on 08/01/16 for same property, in order to include purchase price in consideration
 - 2. Company is currently remodeling former "IT's" property into a new restaurant
 - 3. Total investment anticipated to be \$433,650
 - 4. Property consists of 2 actual pieces of property
 - 5. Asking for 15% grant, which would be \$65,062.50
 - 6. Much discussion ensued as to how an increment versus a grant is handled, and whether both could be awarded
 - 7. TIF Committee meets tomorrow night to discuss further
- b. Inducement Resolution from Pregracke/Becker for purchase and potential development of property at 101 & 103 N Main St

Trustee Sidor made motion to approve Inducement Resolution TIFR171701, seconded by Trustee Meade

RC #2: Ayes: Trustees Sidor, Meade, Peterson

Nays: Bitler

Absent: Strobel, Wells

Mayor Klute declared motion approved

- c. Trustee Meade asked if there are time restraints after approval of Inducement Resolutions or Redevelopment Agreements
 - 1. No time restraints in Inducement Resolutions nor Redevelopment Application, but there IS in the Development *Agreement*
 - 2. Have discussed timeframes before – no recommendations yet

3. **IRDC COMMITTEE** **TRUSTEE PATRICK STROBEL**
 - a. Have been reviewing ITEP and TAP grants progress in meetings
4. **MSA**
 - a. Update sheet distributed to Trustees
 1. Should be bid-letting for Project 1 of sidewalk construction @08/04/17
 2. Working on timelines, contract, scope of work for Project 2
 - b. GIS training to be given to Village employees in February
 - c. Street analysis completed but being analyzed further by Public Works
5. **VILLAGE FINANCE COMMITTEE** **TRUSTEE SCOTT SIDOR**
 - a. 12/16 Treasurer's reports, including P&L, Visa statements, and check registers (C/A Item D)
 - b. Awaiting approval of Minutes from last meeting for submission of Minutes to bank for documentation for LOC
6. **ECONOMIC DEVELOPMENT** **TRUSTEE WES WELLS**
 - a. Minutes from 12/12/16 meeting (C/A Item E)
 - b. Holiday lighting
 1. Bids from two different companies for commercial outdoor holiday lights were distributed to Trustees
 2. Trustee Sidor has requested an estimate from a company called "All Around Town", who handles installation, maintenance, and storage of holiday lighting
 3. May need electrical updates on poles throughout downtown for lights
 4. Will defer decision until bid comes for outside install and power-to-poles update
7. **PLANNING/ZONING COMMITTEE** **TRUSTEE GERRY MEADE**
 - a. Minutes from 11/9/16 meeting (C/A Item F)
 - b. Had no December meeting
 - c. PA system for Village Hall
 1. Bids being obtained for sound system installation
 2. May be an ADA issue
 - d. Accessing Village zoning map from the web
 1. Village zoning map will be on new GIS site and Village Web site
 - e. Update on Downtown Revitalization Plan
 1. P & Z looking at possibility of project, though just last done in 2014
8. **ORDINANCE, GRANTS & AUDITS** **TRUSTEE WES WELLS**

None
9. **PERSONNEL** **TRUSTEE BRIAN BITLER**

None
10. **PUBLIC HEALTH** **TRUSTEE BRUCE PETERSON**

None
11. **GREEN COMMITTEE** **SARAH FORD**

None

B. PUBLIC WORKS DON LOY/ERIC SIKKEMA

- a. Bid on briner system,
 - 1. To be charged to Budget Line 53-586
 - 2.. All-in-one unit that can also be used for summer watering

Trustee Bitler made motion to approve purchase of briner system for \$6176.25, seconded by Trustee Peterson

RC #3: Ayes: Trustees Bitler, Peterson, Sidor, Meade

Nays: None

Absent: Strobel, Wells

Mayor Klute declared motion approved

- b. Bid on wall-mount pressure washer
 - 1. Electric unit
 - 2. To be charged to Budget Line 53-536

Trustee Sidor made motion to approve purchase of wall-mount electric pressure washer for \$1817 from Dultmeier, minus the tax and freight shown on the quote, seconded by Trustee Bitler

RC #5: Ayes: Trustees Sidor, Bitler, Meade

Nays: Trustee Peterson

Absent: Strobel, Wells

Mayor Klute declared motion approved

- c. Bid on guardrail
 - 1. Just the materials to replace the guardrail on Parkway Dr entrance
 - 2. To be charged to Budget Line 53-525

Trustee Sidor made motion to approve purchase of materials to replace guardrail at entrance on Parkway Drive, for \$850 from GSI Highway Products Inc, seconded by Trustee Bitler

RC #6: Ayes: Trustees Sidor, Bitler, Meade, Peterson

Nays: None

Absent: Strobel, Wells

Mayor Klute declared motion approved

- d. Bids on zero-turn mowers
 - 1. Two companies contacted for bids, with and without trade-in
 - 2. To be charged to Budget Line 53-586

Trustee Sidor made motion to approve purchase of rear-discharge zero-turn mower for \$6944.00, including trade-in, from B & B Lawn Equipment, seconded by Trustee Peterson

RC #4: Ayes: Trustees Sidor, Peterson, Meade

Nays: Trustee Bitler

Absent: Strobel, Wells

Mayor Klute declared motion approved

- e. Eric Sikkema gave update that one of Village trucks went into ditch on Monday
 - 1. Roads were icy
 - 2. Estimated damage \$2000
 - 3. Trustee Bitler was called and approved expenditure as an emergency

1. **RECYCLING AND REFUSE TRUSTEE BRUCE PETERSON**
 - a. eWaste disposal
 1. Attended meeting with RICWMA today
 2. Board expressed desire for Trustee Peterson to look into eWaste disposal in Port Byron
 - b. Discussion of garbage service
 1. Village office has received several calls complaining about garbage service
 2. Board expressed desire for Trustee Peterson to have contact with a representative from Republic Services to come and talk with Board

2. **WATER/SEWER TRUSTEE PATRICK STROBEL**
 - a. Agreement with MSA for “Expert Witness” availability
 1. Much discussion ensued as to payment for testimony in lawsuit

Trustee Peterson made motion to table this agreement, seconded by Trustee Meade
RC #7: Ayes: Trustees Peterson, Meade, Sidor
Nays: Bitler
Absent: Strobel, Wells
Mayor Klute declared motion approved

3. **BLDG. & GROUNDS/STREETS & STREET LIGHTS TRUSTEE BITLER**
None

4. **CEMETERY TRUSTEE GERRY MEADE**
None

5. **ADMINISTRATIVE MAYOR KLUTE**
 - a. Minutes from the December 19, 2016 Board Meetings (C/A Item A)
 - b. RCPBFPD reports for December 2016 (C/A Item B)
 - c. Upgrade/renewal of QuickBooks for 2017

Trustee Sidor made motion to approve purchase of QuickBooks 2017 at a yearly cost of \$1920, seconded by Trustee Peterson
RC #8: Ayes: Trustees Sidor Peterson, Bitler, Meade,
Nays: None
Absent: Strobel, Wells
Mayor Klute declared motion approved

REVIEW ITEMS ON CONSENT AGENDA

ITEM	Action	Description
A	Approve	Minutes from the January 3, 2017 Board Meeting
B	Receive	RCPBFPD report for December 2016
C	Receive	Minutes from 12/30/16 IRDC meeting <i>not received</i>
D	Receive	12/16 Treasurer’s reports, including P&L, Visa statements, and check registers
E	Receive	Economic Development minutes for 12/12/16
F	Receive	P & Z Minutes from 11/9/16 meeting

MOTION TO APPROVE CONSENT AGENDA

Trustee Sidor made motion to approve the Consent Agenda, as amended to remove Item C, seconded by Trustee Peterson
- All Ayes
Mayor Klute declared the Consent Agenda approved.

CORRESPONDENCE

None

OLD BUSINESS

None

NEW BUSINESS

Trustee Sidor inquired as to whether Village Ordinance has provision for Caterer’s licensing - he will investigate provisions

GALLERY – QUESTIONS, COMMENTS

None

EXECUTIVE SESSION - closed session to discuss personnel issue

Trustee Meade made motion at 7:42 PM to recess into closed session for personnel discussion, seconded by Trustee Peterson

RC #8: Ayes: Trustees Bitler, Meade, Peterson, Sidor

Nays: None

Absent: Strobel, Wells

Mayor Klute declared motion approved and Board recessed into closed session

RETURN TO OPEN SESSION

RC #9: Ayes: Trustees Bitler, Peterson, Sidor, Meade,

Nays: None

Absent: Strobel, Wells

Mayor Klute declared a quorum present and Board resumed open session

At 8:30 PM the Board reconvened in open session.

Mayor Klute stated that the subject of the closed session was salary discussions for Village employees and there were no decisions/recommendations.

ADJOURN

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

All Ayes

Mayor Klute declared the meeting adjourned at 8:32 PM.

Approved (Date)

Mayor – Kevin Klute

Village Clerk – Barbara Cray