

## MINUTES

### BOARD MEETING

Monday June 15<sup>h</sup>, 2020, 6:00 P.M.

VILLAGE OF PORT BYRON IL

Meeting conducted via Zoom

The Village Board Meeting was called to order by Mayor Bruce Peterson at 6:03 p.m. on Monday, June 15<sup>th</sup>, 2020. Via Zoom meeting/Trustees present

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

Roll Call #1: Present: Trustees Wayne Oney, Patty Lindley, Dustin Sloan, Gerry Meade, Bo Mathis, Brian Bitler

Absent: None

Mayor Bruce Peterson

Also Present: Sarah Gorham Attorney; Deb Laleman, Treasurer; Carol Henry, Treasurer

#### GALLERY

Lou DiLauro reported that the water is creating orange spots on clothing during wash. He asked if there is anything put in the water that causes this.

Eric Sikkema responded that there is nothing being put into the system that is different. The water is the treated the same. Hydrants are flushed 2 times per year

Lou DiLauro asked how do we know the hydrants are getting flushed? Is there a system or documentation as to when done?

Eric responded that Gary logs day/time for each hydrant flushed”

Trustee Mathis asked “when the hydrant is flushed, is the hydrant a full-wide open flush, or is it just a crack and spill out.

Eric responded some are full, some are crack, all depends where the hydrant it depends via retaining walls, homes, etc.

#### COMMITTEE REPORTS

##### A. PUBLIC INFORMATION/FINANCE COMMITTEES

##### 1. VILLAGE FINANCE WAYNE ONEY

a. Remove Shirley Hollister as a signer from Village accounts

b. 0520 Treasurer’s reports including P & L and check registers (C/A Item B)

Trustee Oney reported that finances are on track, via the Treasurer’s Report and P&L Report. We have had no losses due to Corona Virus via sales tax and Motor Fuel Tax.

Trustee Oney reported that Shirley will be no longer working for the Village, she resigned, and we need to remove her as a signer from the Black Hawk banking account as well as First Trust & Savings Bank account.

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**Trustee Oney motioned to remove Shirley Hollister as a signer on all Bank Accounts, from the Village of Port Byron, Effective Friday, June 19th, 2020, Seconded by Trustee Sloan**

**Roll Call #2: Present: Trustee Oney, Sloan, Meade, Lindley, Mathis, Bitler  
Absent: None  
Mayor Bruce Peterson declared motion passed**

**2. TIF BRUCE PETERSON**

Mayor Peterson reported that he had a call about a new business, the new developer will be coming to pick up an application and there will be a TIF meeting to be set up.

**3. ECONOMIC DEVELOPMENT PATTY LINDLEY**

Trustee Lindley reported that this month, the Economic Development meeting is canceled due to Corona. A meeting is planned for July, if allowed to have meetings at that time.

Tug Fest is cancelled, Due to Covid-19, Corona virus.

**4. MSA/ IRDC COMMITTEE WAYNE ONEY/JARED FLUHR**

**a. Downtown Streetscape**

Jared Fluhr reported that the open house for planning has been postponed until further notice.

**b. IL 84 Sidewalk Amendment Discussion**

Jared Fluhr reported that an amendment to the IL 84 sidewalk agreement needs to be made due to items completed that were not included within the original scope of work. These items include:

- Preparing a Traffic Management Plan per IDOT request - \$4,800
- Coordination of Plans and Construction with Vet Clinic - \$1,700
- Additional three TCEs, Modifications and Correspondence - \$2,050

Total contract amendment is \$8,550

Trustee Sloan said that he recognizes that most of these costs are due to IDOT.

**Trustee Sloan motioned to amend the IL 84 Sidewalk agreement and pay \$8,550.00 to MSA for additional work completed, Seconded by Trustee Oney**

**Roll Call #3: Present: Trustee Sloan, Oney, Meade, Lindley, Mathis, Bitler  
Absent: None  
Mayor Bruce Peterson declared motion passed**

**c. Rebuild Illinois IL Hwy84 Sidewalk and Watermain – Application Resolution - #R201606**

Jared reported that the public meeting was held at 5:30 today as required per the state.

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**Trustee Sloan motioned to approve the Rebuild Illinois IL HWY 84 Sidewalk and Watermain application resolution #R201606, Seconded by Trustee Oney**

**Roll Call #4: Present: Trustee Sloan, Oney, Meade, Lindley, Mathis, Bitler  
Absent: None  
Mayor Bruce Peterson declared motion passed**

**5. PLANNING/ZONING COMMITTEE GERRY MEADE**

Trustee Meade reported that there will not be a June meeting. He plans to hold the July meeting in a face to face manor.

**6. ORDINANCE, GRANTS & AUDITS PATTY LINDLEY**

a. Fair Housing Resolution #R201506

**Trustee Lindley motioned pass the Fair Housing Resolution #R201506, Seconded by Trustee Sloan**

**Roll Call #5: Present: Trustee Lindley, Sloan, Oney, Meade, Mathis, Bitler  
Absent: None  
Mayor Bruce Peterson declared motion passed**

b. Bi-state – update Codification of Village Ordinances

Trustee Lindley reported that she will be looking into a quote from Bi-State to complete codification for the Village Ordinances to get them up to date.

c. Approve extended sidewalk café ordinance – bar/restaurants – Governor’s specifications

Trustee Lindley reported that she would like the sidewalk café ordinance extended to allow all bars/restaurants to continue to serve patrons outdoors without a charge from the Village.

Trustee Bitler suggest extension of these permits until the next Board Meeting on July 6, 2020.

**Trustee Lindley motioned to extend the sidewalk café permits until July 6<sup>th</sup> 2020, Seconded by Trustee Bitler**

**Roll Call #6: Present: Trustee Lindley, Bitler, Sloan, Oney, Meade, Mathis  
Absent: None  
Mayor Bruce Peterson declared motion passed**

**7. PERSONNEL BRIAN BITLER**

a. Shirley Hollister resignation BRUCE PETERSON

Mayor Peterson reported that Shirley Hollister submitted her letter of resignation that takes effect on Friday June 17<sup>th</sup>.

b. Carol Henry – Contract Utility Clerk BRUCE PETERSON

Mayor Peterson would like to hire Carol Henry as a temporary replacement starting June 16<sup>th</sup>, until a permit replacement is hired at the rate of \$20/hour. This position is not to receive IMRF

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Trustee Bitler asked how many hours per week

Carol Henry reported that it should not be more than 15 hours per week.

Trustee Bitler reported that he is concerned that there will be backlash over pay amount with the other office employees. Treasurer Deb Laleman and Clerk Jamie Engels said that they were ok with the pay amount.

**Trustee Oney motioned to hire Carol Henry temporarily, at \$20/hr as Utility Clerk, Seconded by Trustee Lindley**

**Roll Call #7: Present: Trustee Oney, Lindley Mathis, Sloan, Meade, Bitler  
Absent: None  
Mayor Bruce Peterson declared motion passed**

Bruce Peterson reported that the Clerk has had trouble's completing necessary work within the 19 hours per week that she is limited too. In the future, hours may have to be readdressed.

## **B. PUBLIC WORKS**    **DON LOY/ERIC SIKKEMA**

1.     **PUBLIC WORKS (RECYCLING/REFUSE, BLDG. & GROUNDS/STREETS & STREET LIGHTS**    **DUSTIN SLOAN/BRIAN BITLER/BO MATHIS**
  - a. Young's Heating & A/C – Moving and replacing A/C units at the Post Office

Eric Sikkema reported that delivery trucks have been running into the outside air conditioning units at the Post Office. He received a quote from Young's Heating & A/C to move the units to the roof. This quote also includes replacement of one unit.

**Trustee Bitler motioned to pay Young's \$3,754.18 to purchase a new A/C unit and to move both units to the roof to prevent further damage, Seconded by Trustee Oney**

**Roll Call #8: Present: Trustee Bitler, Oney, Meade, Lindley, Mathis, Sloan  
Absent: None  
Mayor Bruce Peterson declared motion passed**

Eric Sikkema reported that repair is needed to repair 84 from a water main break in Feb, along with 2 other spots along Hwy 84 that the state is pushing for the Village to repair. The total amount is around \$8,000 to replace about 75ft of road.

Trustee Oney suggested to have the Board create a list of vendors that can be used in emergency purposes to do repairs to watermains and roads after a break.

**Trustee Bitler, motioned to pay Bob's Blacktop not to exceed \$8,000.00 to repair 3 spots in Hwy 84 due to the emergency watermain break in Feb., Seconded by Trustee Lindley**

**Roll Call #9: Present: Trustee Bitler, Lindley Sloan, Oney, Meade, Mathis, Bitler  
Absent: None  
Mayor Bruce Peterson declared motion passed**

2.     **WATER/SEWER**    **BRIAN BITLER**
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Trustee Oney reported that he is working on changing the Water Bill Ordinance that will send one complete bill to apartment landlords with a report for each resident. This will make the landlord responsible for the bill in attempt to do away with collections for each resident.

**3. CEMETERY GERRY MEADE**

**4. ADMINISTRATIVE**

a. Minutes from 060120 Board Meeting (C/A Item A)

**V REVIEW ITEMS ON CONSENT AGENDA**

A	Approve	Minutes from the 060120 Board Meeting
B	Approve	0520 Treasurer's report including P&L and check registers
C	Receive	RCFPD Report for May 2020

**VIII MOTION TO APPROVE CONSENT AGENDA**

**Trustee Meade made a motion, seconded by Trustee Bitler, to approve the Consent Agenda All "Ayes", no "Nays" - Mayor Peterson declared motion approved**

**IX CORRESPONDENCE**

**X OLD BUSINESS**

**XI NEW BUSINESS**

a. New office hours beginning June 22<sup>nd</sup> Mon-Thurs 9-4, (closed from 12-1pm), closed Fridays

**XII GALLERY – QUESTIONS, COMMENTS**

**XIII ADJOURN**

**Trustee Sloan made a motion to adjourn, seconded by Trustee Bitler**

**All Ayes, No Nays – Mayor Peterson declared the meeting adjourned at 6:58pm**

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Approved (Date)

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Mayor – Bruce Peterson

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Village Clerk – Jamie Engels

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