

MINUTES
BOARD MEETING
Monday August 21, 2017 6:00 P.M.
VILLAGE OF PORT BYRON IL

The second August Board Meeting was called to order with the Pledge of Allegiance by Mayor Bruce Peterson at 6:00 p.m. on Monday August 21, 2017.

CALL TO ORDER BY MAYOR PETERSON

ROLL CALL / ESTABLISHMENT OF QUORUM / PLEDGE OF ALLEGIANCE

**Roll Call #1: Present: Trustees Brian Bitler, Patty Lindley, Gerry Meade, Wayne Oney,
Dustin Sloan, Wes Wells**

Absent: None

Mayor Peterson declared a quorum present

**Also Present: Sarah Gorham, Attorney; Manny Rivera, RICO Sheriff Dept;
Debi Laleman, Treasurer**

COMMENTS FROM THE MAYOR

Mayor Peterson has asked Public Works and Building Inspector to look at Village Hall, as well as Village sidewalks, to evaluate condition; also thanked the Tug Fest Committee for the countless hours of work devoted to that event

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

Tammy Knapp said the gazebo across from Peacock's is in very poor shape and has been for several years, and in need of serious repairs.

Trustee Wells said the Economic Development Committee is looking at that very issue. Trustee Bitler and Trustee Meade said perhaps an Eagle Scout might take that on as a project.

Jeanine Ingalls said there are strong sentiments in the Village to repair and care for that gazebo, which is a memorial.

COMMITTEE REPORTS

A. PUBLIC INFORMATION/FINANCE COMMITTEES

1. GREEN COMMITTEE

- a. Farmer's Market update
 - 1. Market has concluded for the year
 - 2. Chair of Green Committee is moving

2. TIF BRUCE PETERSON

- a. Minutes from 8/10/17 meeting (C/A Item D)
- b. No applications, no recommendations pending

3. VILLAGE FINANCE COMMITTEE WAYNE ONEY

- a. 0717 Treasurer's reports, including P&L, Visa statements, and check registers (C/A Item B)
- b. Property taxes are being received

4. ECONOMIC DEVELOPMENT WES WELLS

- a. Minutes from 06/12/17 meeting (C/A Item E)
- b. Phase 2 of building trail in Dorrance Park underway
- c. The Annual Christmas Walk is going to be improved this year
- d. Looking at possibility of an ice rink

- e. Committee received a visit from the Augustana College Center for Community Sustainability, who discussed projects and how they can help local municipalities and agencies achieve their goals – will pursue further

5. TUG FEST COMMITTEE LIAISON WES WELLS

- a. Well-run and well-done – and Illinois won 9-2!

6. MSA

- a. 9th Street Ct. N Bid Opening Summary and Award of 9th Street Ct. N. Project
 - 1) Had bid opening today for the 9th St Ct N project – 4 bids submitted
 - 2) Low bid was Stichter Construction in Erie, at a bid of \$134,980.50
 - 3) Includes alternatives of adding curbing on both sides of road
 - 4) Trustee Bitler would like entire project paid out of TIF, discussion ensued

Trustee Meade made a motion, seconded by Trustee Sloan, to approve acceptance of the bid submitted by Stichter Construction for \$134,980.50, contingent on checking references. Upon further discussion, Trustee Meade amended motion to specify that the funding would come from a combination of \$60,000 budgeted from General, and the remainder from TIF.

RC #2: Ayes: Meade, Sloan, Oney

Nays: Wells, Lindley, Bitler

Mayor Peterson voted Aye, to break the tie, and declared motion approved

- b. Authorize Village President to Execute Construction Contract

Trustee Meade made a motion, seconded by Trustee Oney, to authorize Board President Peterson to execute the contract on behalf of the Village with Stichter Construction

RC #3: Ayes: Meade, Oney, Wells, Sloan, Lindley

Nays: Bitler

Mayor Peterson declared motion approved

7. PLANNING/ZONING COMMITTEE GERRY MEADE

- a. Downtown Development Plan Update
 - 1) Funding for this has been approved by Board
 - 2) At September meeting on 9/13, MSA will have 1st draft
- b. Future plans for Village Hall
 - 1) B Lagerblade and B Wilson are looking at Village Hall to evaluate
 - 2) Also waiting to see report from Public Works and Building Inspector as to condition of Village Hall

8. IRDC COMMITTEE GERRY MEADE

- a. MSA Proposal for Capital Improvement Plan/Project Finance Planning
 - 1) Have discussed at IRDC
 - 2) MSA would be coming up with a plan for the next 5 years on all capital projects, ranging from Village Hall to streets, whatever
 - 3) They would analyze financing and outline how things will be paid for when the engineering is done and the construction is done
 - 4) MSA will be doing preliminary cost estimating and then stepping in and acting in the capacity of Administrator
 - 5) Proposal has a cost of \$14200 and will likely take one year to develop and implement
 - 6) Number of meetings may affect cost and process
 - 7) The key person for MSA is Greg Crow, a municipal advisor, who has also served as a TIF Administrator, and is very well-versed in finance

8) Trustee Meade said IRDC unanimously approved this proposal for referral to the Board

Trustee Meade made a motion, seconded by Trustee Wells, to approve MSA Proposal #00442053 for a Capital Improvement Projects/Project Finance Planning, at a cost of \$14,200

**RC #4: Ayes: Meade, Wells, Oney, Sloan, Lindley, Bitler
Nays: None**

Mayor Peterson declared motion approved

b. ITEP Grant Application & MSA Proposal

- 1) IRDC also wanted to pursue this new ITEP grant application
- 2) Intent is to connect this new project to the pending sidewalk project
- 3) Only focused on Linn, Cherry, Walnut, and Hickory Streets
- 4) Is "conceptual" only, so may not be as favorable as a result
- 5) Plan to correlate with the Downtown Development Plan
- 6) Want a separate trail for the downtown
- 7) MSA will come back with a separate proposal
- 8) ITEP can only apply to streets

9. ORDINANCE, GRANTS & AUDITS PATTY LINDLEY

a. Outside Merchandise Ordinance

- 1) Trustee Lindley discussed provisions of an Ordinance that would delineate display and control of outside merchandise
- 2) Will come before Board in future for vote

10. PERSONNEL PATTY LINDLEY

No updates

11. PUBLIC HEALTH DUSTIN SLOAN

No updates

B. PUBLIC WORKS DON LOY/ERIC SIKKEMA

No updates

1. RECYCLING AND REFUSE DUSTIN SLOAN

No updates

2. WATER/SEWER BRIAN BITLER

No updates

3. BLDG. & GROUNDS/STREETS & STREET LIGHTS BRIAN BITLER

a. Mail box info

- 1) Trustee Bitler explained some of what is involved to replace mailboxes on north end of town to move mailboxes off sidewalks
- 2) Cost will be the Village's
- 3) Will come before Board next meeting

b. LED lighting in Village Hall

- 1) Two bids have been received, but they are sending revised bids
- 2) Will come before Board next meeting

c. Concrete bill for \$754 from Quality Ready Mix for Village Hall sidewalk (C/A Item F

d. Trustee Bitler said we do not have equipment to hang banners on poles, so he is investigating possible solutions

4. CEMETERY GERRY MEADE

- a. When asked about retaining walls, Trustee Meade said not done yet
- b. He will investigate and pursue, since a bid was approved in July

5. ADMINISTRATIVE BRUCE PETERSON

- a. Minutes from the August 7, 2017 Board Meetings (C/A Item A)
- b. Appoint Wayne Oney to P&Z (C/A Item C)

REVIEW ITEMS ON CONSENT AGENDA

| ITEM | Action | Description |
|-------------|---------------|---|
| A | Approve | Minutes from the July 3, 2017 Board Meeting |
| B | Receive | 0717 Treasurer's reports, including P&L, Visa statements, and check registers |
| C | Approve | Appoint Wayne Oney to P&Z |
| D | Receive | Minutes from 8/10/17 TIF meeting |
| E | Receive | Minutes from 06/12/17 Economic Development Committee meeting |
| F | Approve | Concrete bill for \$754 from Quality Ready Mix for Village Hall sidewalk |

**Trustee Bitler made a motion, seconded by Trustee Lindley, to approve Consent Agenda
RC #5: Ayes: Bitler, Lindley, Meade, Wells, Oney, Sloan
Nays: None
Mayor Peterson declared Consent Agenda approved**

CORRESPONDENCE

None

OLD BUSINESS

None

NEW BUSINESS

Reminder that next meeting will be on a Tuesday, due to Labor Day holiday
Trustee Meade said that, in his inspection around the Village, that the hand dryer is broken at public restroom across street; also the street Sign at High and Buchanan Streets

GALLERY – QUESTIONS, COMMENTS

None

EXECUTIVE SESSION - closed session to discuss real estate issue (5 ILCS 120/(c)(2)(5))

**Trustee Wells made a motion, seconded by Trustee Sloan, to go into closed session at 7:08pm
RC #6: Ayes: Bitler, Lindley, Sloan, Meade, Oney, Wells
Nays: None
Mayor Peterson declared motion approved**

RETURN TO OPEN SESSION at 7:46 PM - ROLL CALL

**Roll Call #7: Present: Trustees Brian Bitler, Patty Lindley, Gerry Meade, Wayne Oney, Dustin Sloan, Wes Wells
Absent: None
Mayor Peterson declared a quorum present**

- a. Statement by Mayor concerning discussion in closed session
Mayor stated no action was taken

ADJOURN

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

All Ayes

Mayor Peterson declared the meeting adjourned at 7:47 PM

Approved (Date)

Mayor – Bruce Peterson

Village Clerk – Barbara Cray