

The meeting was called to order by Mayor Manier at 5:00 p.m.

Present: Chairman Brian Butler, Mayor Gary Manier, Alderman Lili Stevens

Also Present: Finance Director Joanie Baxter, Treasurer Abbey Strubhar, Planning and Development Director Jon Oliphant, City Engineer Dennis Carr, Brittany Miller – Davis & Campbell

1. Non-member Aldermen Wishing to be Heard on Non-Agenda Item: *None*
2. Citizens Wishing to be Heard on Non-Agenda Item: *None*
3. Approval of Minutes from October 18, 2021 Meeting: *Mayor Manier made a motion to approve the minutes, seconded by Alderman Stevens. Motion approved.*

4. Business Items:

A. WRITE-OFF OF UNCOLLECTIBLE ACCOUNTS

A listing of Accounts Receivable being recommended for write-off by Staff was reviewed. This is the first of two write-offs for the year and is in the amount of \$1,173.96 for Water and \$906.70 for Sewer. Following discussion, Alderman Stevens made a motion, seconded by Mayor Manier to recommend the City Council approve write-off of the accounts. Motion carried.

Comments: Alderman Stevens asked if the items on the list represented people no longer living in the City and Finance Director Baxter responded that is correct. If someone moves back to the City who had an account previously written off, we require all outstanding balances be paid before service is provided, including any amounts written off.

B. TIF SCORING MODEL/GUIDELINES DISCUSSION

The Council approved an agreement with CivicServ in September to create a scoring model to use in coordination with amended TIF program guidelines. A draft Excel scoring model was presented. It attempts to place weighted values on different questions that would be asked in the application. As currently drafted, more emphasis is placed on exterior renovations than interior as well as retail uses more than office/service uses. Projects that create greater property tax increment and sales tax generation are prioritized. Additionally, it would create a separate category for larger, catalytic redevelopment projects that may have a greater impact on the Square and could warrant a more substantial TIF project contribution. The overall score would establish the percentage and amount of a possible TIF subsidy. The top category would be able to receive up to 40% of the eligible exterior costs and 20% of the eligible interior costs with a cap of \$50,000 for any non-Major Catalyst project. The goal is to have a live model to utilize by early 2022.

Comments: Mayor Manier said that the priority should be on retail and sales tax generation. Alderman Stevens asked about whether the model could include a question about whether the applicant is subject to paying property taxes. This can be added in the next draft version. Mayor Manier motioned and seconded by Alderman Stevens to move this item to the December Committee of the Whole meeting for further discussion.

C. SOUTHEAST SQUARE DEVELOPMENT DISCUSSION

A presentation was made by Nathan Watson of CL Real Estate Development, LLC (CLRED), for a proposed brewpub/restaurant to be located on the southeast side of the Square on parcels currently owned by Jeff and Kelly Pohl at 140 Washington Square, 104 Walnut, 106 Walnut, and 112 Walnut. Tangled Roots Brewery operates three other similar venues in Ottawa, Lockport, and Glenview, with two others under construction in DeKalb and LaSalle. They are drawn to the charm of the Square and the potential for such a project that has proven successful with their other locations. In order to accommodate the project,

the existing buildings would be demolished. A subsequent reconstruction would be two stories with a seasonal rooftop that would provide a unique viewpoint of the Square. The total estimated project cost is \$5.63 million. CLRED and the Pohl's are requesting \$1.1 million in financial support from the City to all for the project to come to fruition. They hope to close on the project in early 2022 to enable the demolition and reconstruction to occur shortly thereafter. This project figures to generate much greater property tax as well as significant sales tax and Water Fund revenue, not to mention positive spinoff impacts with nearby businesses that are difficult to quantify. The business will employ many part- and full-time staff.

If there was support for the financial support request, staff recommends four funding sources as follows:

- TIF Fund (\$600,000)
- Water Connection Fee Fund (\$70,000)
- Sewer Fund (\$50,000)
- Local CURE Program Funds (\$380,000)

Comments: The consensus was that this could be a substantial project for the Square and the city. A presentation for it is also scheduled for this evening's City Council meeting.

D. SANITARY LATERAL DISCONNECTION PENALTIES DISCUSSION

The sanitary lateral ordinance was discussed at the November Committee of the Whole meeting. Chairman Butler asked about the penalty of not disconnecting a footing tile/sump pump from the sanitary sewer. Looking into this, the penalty section of the ordinance pointed to Section 96.03 of the Nuisance Code that was also being struck from the existing code by the ordinance. Staff seeks feedback on the penalty structure for the failure of a property owner to disconnect a footing tile or sump pump from their sanitary lateral. That direction should include placing an amended second reading ordinance on the City Council's agenda for the first meeting in December.

Comments: Staff proposed a possible fine of \$100 per month that such a violation continues. This will be scheduled as part of an amended second reading ordinance at the December 6 Council meeting.

E. RECYCLING BIN DISPOSITION DISCUSSION

Finance Director Baxter updated the Committee on the status of recycling bins owned by the City that are no longer needed now that recycling totes are provided by PDC. We have approximately 400 remaining that PDC would charge \$250 to pick up and dispose. Baxter indicated they could check with the schools before giving away to employees and the public. The Committee agreed Staff could dispose of however they see fit.

Comments: None.

5. Other Business:
 - a) Alderman Stevens asked about the Handbook and Staff responded that it is in the final review with the attorneys.
 - b) Alderman Stevens asked about the review of Financial Reports and Finance Director Baxter indicated that the reports are done monthly and brought to City Council for approval, but she would plan to also bring the reports to the Finance & Personnel Committee for discussion and review on a quarterly basis.
6. **EXECUTIVE SESSION** for the purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired. 5 ILCS 120/2(c)(5). Alderman Stevens made a motion to adjourn to Executive Session and Mayor Manier seconded. Regular Session adjourned at 6:13 p.m. Executive Session adjourned at 6:26 p.m.
7. Adjournment: ***Motion made by Alderman Stevens and seconded by Chairman Butler. Meeting adjourned at 6:26 p.m.***