

COUNCIL MEETING MINUTES
Tuesday March 14th, 2023, 5:30 P.M.
City Hall Council Chambers
115 N 3rd Street

The Council of the City of Oregon met Tuesday March 14th, 2023, at 5:30 P.M.

The meeting was held at the City Hall Council Chambers and on Zoom.

Present: Mayor Ken Williams
Commissioner Melanie Cozzi
Commissioner Tim Krug
Commissioner Kurt Wilson
Commissioner Terry Schuster
City Attorney Paul Chadwick
City Administrator Darin DeHaan
Chief Joe Brooks
City Clerk Cheryl Hilton

Also Present: Lynn Baylor-Zies and George Howe.

Present via Zoom: Public Works Director Bill Covell.

Mayor Ken Williams called the meeting to order.

Commissioner Terry Schuster started the pledge of allegiance.

Commissioner Kurt Wilson moved to approve the February 28th, 2023, minutes,
Seconded by Commissioner Tim Krug.

Roll Call: Cozzi, Krug, Schuster, Wilson, Williams. No Nays.

Commissioner Terry Schuster moved to approve payroll in the amount of \$58,608.62 and
the current warrants as listed:

Brayden Schlaf	\$113.26
Byron Bank	\$825.94
Byron Bank	\$485.85
Cassandra Chapman	\$600.00
Cintas	\$105.94
City of Oregon	\$11,547.08
Comcast	\$1,129.20
Comcast	\$356.04
Constellation NewEnergy, Inc	\$421.03
Ehmen	\$1,300.28
Envision Healthcare, Inc	\$222.00
Fidelity Security Life Insurance	\$153.98
Fischer's	\$657.93
Frontier	\$117.36
Hach Company	\$1,226.05
Hawkins, Inc	\$402.00
Hawkins, Inc	\$491.50
Jasman Martin	\$400.00

Jordan Plock	\$73.90
Justine Beaman	\$150.00
Kaleel's Clothing	\$1,124.00
Kunes Country Auto Group	\$1,000.00
Mark Nehrkorn	\$2,589.46
MCS Advertising	\$75.00
Morton Salt	\$8,292.79
NAPA	\$379.45
Nicor	\$703.17
Ogle County Clerk & Recorder	\$120.00
Ogle County Life	\$143.75
Oregon Rotary Club	\$115.00
Oscar Cisneros	\$30.00
Pace Analytical Services	\$530.50
Pines Meadow	\$301.00
Quill	\$85.48
Shaw Media/Sauk Valley Media	\$58.55
Steve Benesh & Sons	\$5,027.44
Steven Varble Productions	\$300.00
Tonya Hardy	\$600.00
Uniform Den Est, Inc	\$478.85
	\$42,733.78

Seconded by Commissioner Tim Krug.

Roll Call: Cozzi, Krug, Schuster, Wilson, Williams. No Nays.

Commissioner Terry Schuster moved to approve the Deputy Clerk Job Description,
Seconded by Commissioner Melanie Cozzi.

Discussion: City Administrator Darin DeHaan said this is the same process that we have been going through creating updated job descriptions for city positions.

Roll Call: Cozzi, Krug, Schuster, Wilson, Williams. No Nays.

Mayor Ken Williams appointed Lynn Baylor-Zies as Deputy Clerk with the City Council's consent.

Roll Call: Cozzi, Krug, Schuster, Wilson, Williams. No Nays.

Commissioner Terry Schuster moved to approve the City Clerk Job Description,
Seconded by Commissioner Melanie Cozzi.

Discussion: City Administrator Darin DeHaan thanked Lynn Baylor-Zies for her dedicated service to the city. He said the two job descriptions somewhat mirror each other, allowing for the Deputy Clerk to fill in when the City Clerk is absent. Mayor Ken Williams said both of the positions are providing a more professional level of service at City Hall. He said over the last couple of years there has been positive feedback from residents.

Roll Call: Cozzi, Krug, Schuster, Wilson, Williams. No Nays.

Commissioner Terry Schuster moved to approve a Façade Grant for Mobel Furnishings LLC, Seconded by Commissioner Kurt Wilson.

Discussion: Commissioner Terry Schuster said the business owner is doing a large amount of interior work to the property. The façade grant is to improve the structure of the entryway into the building. City Administrator Darin DeHaan added the key is to provide better ADA accessibility. Mayor Ken Williams said the façade grant was approved unanimously through the Economic Development Committee.

Roll Call: Cozzi, Krug, Schuster, Wilson, Williams. No Nays.

Commissioner Melanie Cozzi moved to approve to forgo a second bid process for the Sarah Phelps Community Plaza project and to award the project to a qualified contractor as allowed by 65 ILSC 5/8-9-1, Seconded by Commissioner Tim Krug.

Discussion: City Administrator Darin DeHaan said Willett Hofmann conducted the bid process. No bids were received by the city for the project. He recommended asking Aegis Construction since the construction documents and drawings were completed by them. Mayor Ken Williams said contractors may already be booked or they are not interested in the job due to the size of the project.

Roll Call: Cozzi, Krug, Schuster, Wilson, Williams. No Nays.

Mayor Ken Williams proclaimed the month of May as Motorcycle Awareness Month.

Public Works Director Bill Covell congratulated Lynn Baylor-Zies. He also said the public works department did a great job completing the snow cleanup and have planted twenty-nine trees this past week at the treatment plant. The water/wastewater side of public works has been working on the lead line inventory and replacement of the blowers at the treatment plant. City Administrator Darin DeHaan asked how the blower replacement process was going. Public Works Director Bill Covell said he received some of the information today. He will get the information together to submit to the council.

Police Chief Joe Brooks said the police department has had some notable arrests over the past few weeks. They assisted the US Marshall Fugitive Task Force and executed an arrest warrant for a person from Arkansas. He also said the Byron Police Department received a call about suspects breaking into a UPS drop box. The next day the Oregon Police Department received a call stating someone had broken into the UPS drop box on 4th and Washington Street with a matching vehicle description from the Byron Police Department. They located the vehicle, did a traffic stop and found numerous stolen items within the vehicle. Mayor Ken Williams said what a great job and we all appreciate that this a safe city. City Administrator Darin DeHaan said this will help to clear up cases in other jurisdictions from across the county, which is fantastic. Public Works Director thanked Chief Joe Brooks and the police officers that helped with snow removal during the last snow fall.

City Administrator Darin DeHaan has spoken with Ted Hvarre regarding the Trestle Ridge development. Ted Hvarre has given the excavation contract to Herbig. Herbig is

preparing to start with the street cut in for the first three homes along S. 2nd Street. He also said Dollar General is continuing to look at property options. He is also finishing up the tree grant. He has been working with Bill and Dustin and they have a good idea of how they will use the tree inventory for the year. He also said the city is allowed to charge an administrative tow fee to offset the costs of an officers' time making an arrest and completing paperwork. The fee is used to purchase police vehicles and the revenue is held in a separate fund. The city has charged the same fee since about 2009. With inflation and the cost of officers' salaries, the fee will increase to three hundred and fifty dollars from two hundred and fifty dollars.

Commissioner Kurt Wilson said it's nice to see people doing construction work, it means spring is on its way. He said the city recycled 56,703 pounds last month which is a little less than January. He is also working with Jim Pozzi from Republic to get the annual tonnage for garbage and recycling.

Commissioner Melanie Cozzi said the Farmer's Market applications have been released and they are preparing for the start of the season in June. The applications are available on the city's website. She also asked if there was a way to relocate the UPS drop box to be closer to the USPS drop boxes. She said accessing the UPS drop box is an issue. City Administrator Darin DeHaan asked if she would like them moved to the Sarah Phelp's Community Plaza where the FedEx drop box is located. Mayor Ken Williams said options for this are being looked into as part of the Sarah Phelp's Community Plaza project.

Commissioner Tim Krug said the public works department is getting ready for spring and upcoming street and sidewalk replacement and repairs.

Mayor Ken Williams reminded the City Council of the Special Meeting being held on Thursday March 16th at 5pm. A number of things coming up will be discussed. He also said there will be one more meeting as Commission Form of Government. There will be several things to be done before the change to Council Manager Form of Government. He said we will work through everything together one step at a time and everyone will be kept informed. He said this will be good for the city.

Commissioner Melanie Cozzi moved to adjourn the meeting, Seconded by Commissioner Kurt Wilson.

Roll Call: Cozzi, Krug, Schuster, Wilson, Williams. No Nays.

Adjourn: 5:53 P.M.

Ken Williams, Mayor

Attest: _____
Cheryl Hilton, City Clerk