



AGENDA

JOINT REVIEW BOARD MEETING JANUARY 27, 2023 1:00 P.M.

NEW LOCATION

DeKalb City Hall
164 E. Lincoln Highway
1st Floor Conference Room
DeKalb, Illinois

A. Call to Order

B. Roll Call

City of DeKalb – Bill Nicklas*
DeKalb Community Unit School District #428 – Cindy Carpenter*
DeKalb County – Brian Gregory* (Chair)
DeKalb County Forest Preserve – Terry Hannan
DeKalb Park District – John Shea*
DeKalb Public Library – Emily Faulkner
DeKalb Township – Mary Hess*
DeKalb Township Road and Bridge District – Craig Smith
Kishwaukee College #523 – Laurie Borowicz*
Kishwaukee Water Reclamation District – Mark Eddington
Public Member – Larry Berke*

C. Approval of the Agenda

D. Approval of the Minutes

1. Minutes of the Joint Review Board Meeting of October 28, 2022.

E. Public Participation.

F. Presentation of the Fourth Quarter FY2022 TIF Financials.

G. Update on Current TIF #3 Projects.

H. Next Meeting: April 28, 2023.

I. Adjournment

**MINUTES
CITY OF DEKALB
JOINT REVIEW BOARD MEETING
OCTOBER 28, 2022**

The Joint Review Board (JRB) of the City of DeKalb, Illinois, convened on October 28, 2022, at 1:00 p.m. at the DeKalb Police Department, located at 700 W. Lincoln Highway, DeKalb, Illinois.

A. CALL TO ORDER

City Manager Bill Nicklas called the meeting to order at 1:03 p.m.

B. ROLL CALL

Executive Assistant Ruth Scott called the roll, and the following members of the JRB were present:

- City of DeKalb – Bill Nicklas*
- DeKalb Community Unit School District #428 – Cindy Carpenter*
- DeKalb Park District – John Shea*
- DeKalb Township – Mary Hess*
- Kishwaukee College – Jill Hansen*
- Public Member – Larry Berke*

DeKalb County Administrator Brian Gregory was absent at roll call, but arrived at 1:06 p.m.

The following members of the JRB were absent:

- Kishwaukee Water Reclamation District – Mark Eddington
- DeKalb Public Library – Emily Faulkner
- DeKalb Township Road and Bridge District – Craig Smith
- DeKalb County Forest Preserve – Terry Hannan

Others present included Finance Director Carrie Dittman.

C. APPROVAL OF THE AGENDA

MOTION: Mr. Berke moved to approve the agenda; seconded by Ms. Carpenter.

VOTE: Motion carried by a voice vote of the majority of members present.

D. APPROVAL OF THE MINUTES

1. Minutes of the Joint Review Board meeting of July 22, 2022.

MOTION: Mr. Shea moved to approve the minutes; seconded by Ms. Carpenter.

VOTE: Motion carried by a voice vote of the majority of members present.

E. PUBLIC PARTICIPATION

There was none.

D. PRESENTATION OF THE THIRD QUARTER FY2022 TIF FINANCIALS

Ms. Dittman provided an overview of this item based on the information provided in the agenda packet, which included the TIF Project Tracker as of September 30, 2022, the TIF #3 Income

Statement Summary as of September 30, 2022, and the Revenue and Expenditure Report for TIF #3.

There was a brief review of Architectural Improvement Program (AIP) projects, which included:

- La Calle, 263 E. Lincoln Highway in the amount of \$11,821 for ADA compliance, life safety equipment, electrical, mechanical, and plumbing upgrades;
- Fargo Skateboarding, 641 E. Lincoln Highway in the amount of \$8,616 for façade/exterior signage; and
- Chilton's Sporting Goods, 248 E. Lincoln Highway in the amount of \$1,388.30 for roof repairs.

There was also a brief review of major projects, which included Agora Tower, the Illinois Route 38 Reconfiguration, and City Hall Suites at 223 S. Fourth Street.

Ms. Dittman then reviewed the TIF 3 Central Business District/TIF Income Statement Summary, indicating there may be a surplus of \$140,000 by the end of the year. She stated the surplus will be calculated and the surplus payment sent to the payment to DeKalb County for distribution.

Ms. Dittman also briefly reviewed the She also briefly reviewed revenue and expenditure report

Brief discussion ensued regarding when the surplus payment could be expected, with Ms. Dittman stating February or March of 2023.

H. FY2023 DRAFT BUDGET – TIF FUND #3

Ms. Dittman provided an overview of this item based on the information provided in the agenda packet.

I. NEXT MEETING

The next meeting of the JRB will be scheduled for January 27, 2023,

J. EXECUTIVE SESSION

1. Approval to Hold an Executive Session in Order to Discuss the Purchase or lease of Real Property as Provided for in 5 ILCS 120/2(c)(5).

MOTION: Ms. Carpenter moved to recess the meeting for Executive Session; seconded by Mr. Gregory.

VOTE: Motion carried by a 7-0 roll call vote. Aye: Nicklas, Carpenter, Gregory, Shea, Hess, Hanson, Berke. Nay: None. Mr. Gregory declared the motion passed and recessed the meeting at 1:35 p.m.

Following adjournment of the Executive Session, Mr. Gregory opened the meeting to the public at 1:41 p.m.

I. ADJOURNMENT

MOTION: Mr. Gregory moved to adjourn the meeting; seconded by Mr. Berke.

VOTE: Motion passed by a voice vote of the majority of members present and the meeting was adjourned at 1:41 p.m.

Respectfully submitted,

Ruth A. Scott, Executive Assistant

Minutes approved by the Joint Review Board on (pending).
Click [here](#) to view the agenda packet for the October 28, 2022, JRB meeting.

TO: City of DeKalb – Bill Nicklas*
DeKalb Community Unit School District #428 - Cindy Carpenter*
DeKalb County - Brian Gregory* (Chair)
DeKalb County Forest Preserve - Terry Hannan
DeKalb Park District - John Shea*
DeKalb Public Library - Emily Faulkner
DeKalb Township - Mary Hess*
DeKalb Township Road and Bridge District - Craig Smith
Kishwaukee College #523 – Laurie Borowicz*
Kishwaukee Water Reclamation District - Mark Eddington
Public Member - Larry Berke*

FROM: Carrie Dittman
Finance Director

DATE: January 5, 2023

RE: Background Notes for the January 27, 2023 Agenda

* Indicates voting membership

The following notes provide background to the items on the published JRB agenda.

Approval of Minutes.

The minutes from the October 28, 2022 JRB meeting are attached for the Board's review and approval.

Presentation of Fourth Quarter FY 2022 TIF Financials.

The following reports are attached for the Board's review:

- TIF Project Tracker as of 12/31/2022.
- TIF #3 Income Statement Summary as of 12/31/2022 (excludes year end audit adjustments).
- Revenue & Expenditure Report (from City's accounting system) for TIF #3.

Update on Current TIF #3 Projects

Architectural Improvement Program (AIP) Summary

Property owners whose properties fall within the TIF #3 district boundaries may apply for limited incentives up to a maximum of \$25,000 based on a three-tiered list of reimbursable expenses. The tiers are shown in the following table:

Major Capital Improvements – 50% Reimbursement:

ADA Compliance	Façade Renovations	Life Safety Equipment
Electrical, Mechanical, and Plumbing Upgrades	Architectural Design Fees	Restoration of Historic Architectural Features
Fire Alarm and Suppression Systems	Tuckpointing	

Minor Capital Improvements – 25% Reimbursement:

Exterior Lighting	Exterior Painting	Window & Door Replacement
Screening of Unsightly Utilities		

Deferred Maintenance – 10% Reimbursement:

Roof Repair or Replacement	Gutter Replacement	Stair and Handrail Replacement
Floor Surface Repair	Water Damage Repair	

According to the terms of the AIP program, the City “forgives” 20% of the value of the matching funds each year for five years. In FY2022, the AIP budget allocated \$70,000 for qualified projects on a first-come, first-served basis. The City Council amended the budget in May 2022 to add \$47,000 for qualifying AIP projects, offset by the higher property taxes expected due to final EAV numbers.

Between October - December 2022, the City Council approved one AIP grant:

1. OQ Nails & Spa, 237 E. Lincoln Highway = \$10,775 (roof repair, terra cotta repair/tuckpointing), approved at the December 12, 2022, City Council meeting.

The reimbursement payout is pending receipt of payment documentation.

Major Project Summary

- Agora Tower. The project funding was approved in September 2019. The Project’s developer, John Pappas, and general contractor, Weaver Construction, have substantially completed all construction work and resident move-in commenced in the fourth quarter. The seventh and final payout request for \$394,613.06 was received and paid during the quarter, and the project is now complete.



- IL Rt. 38 Reconfiguration. This project was approved by IDOT and a bid opening occurred on April 20, 2022. The only bidder was Elliott & Wood, and a construction services contract for \$1,763,000 was awarded at the April 25 City Council meeting. The reconfiguration reduced the four-lane downtown section of IL Rt. 38 between First and Fourth Streets to three lanes (with a center turn lane). This widened the downtown sidewalks by about 5-6 feet on both the north and south sides, allowing for a more pedestrian-friendly streetscape and mitigating the truck “raceway” through the heart of DeKalb’s downtown. The wider sidewalks afford more room for sidewalk sales, outdoor seating, and more leisurely enjoyment of the downtown businesses. Additionally, the City addressed the IDOT requirement for a parallel bike path by committing to such a pathway on Grove Street, and the City addressed various IDOT technical suggestions for turn radii, etc. The City also made some design changes to address IDOT’s concern about impacts on the Union Pacific’s Fourth Street rail crossing.

Owing to the tight time frame for completion of the project prior to Corn Fest and a series of IDOT design changes, the one responsive bid exceeded the City’s engineering estimate by \$550,000, bringing the FY22 budget total to \$1,800,000 for this carryover project. An additional contract amendment was approved by the City Council on December 12 to address extra costs incurred by Elliott & Wood last summer and fall to temporarily construct catch basin inlets while waiting for back-ordered steel grates all summer. As a result of this interim safety work, the contract was increased from \$1.763 million to \$1.855 million. The total cost of the project including design between fiscal years 2021 and 2022 was approximately \$1.98 million.

- 223 S. Fourth Street: City Hall Suites. This redevelopment project is expected to be an “earner” for TIF #3. The one-block area has been off the tax rolls since the late 1960s so once the property is occupied all the assessed valuation will count toward the calculation of the increment. The former city hall was razed in late 2021 and the main building “pads” were prepped in early 2022. The general contractor, Pappas Development, also replaced old water and sewer mains as well as electrical and natural gas services in 2022. To date, \$502,846 of the \$750,000 TIF #3 grant has been allocated. No additional reimbursement requests were received in the last quarter.

Adjournment



TIF 1 & TIF 3 - Central Business District
Estimated Cumulative Pay Out Schedule ("Project Tracking")
Period Ending 12/31/22

Redevelopment Project	Applicable PINS	Party (Developer)	Income Statement Expense Category	Year of RDA	Total RDA/TIF Commitment	Approved Eligible	Paid to Date to 12/31/22	Remaining Obligation
Administrative (Non-Project)		<i>Not allowable under IGA</i>						
Debt Service	TIF 1	City of DeKalb	Debt Service	2021	\$ 2,385,800	N/A	\$ 2,385,800	\$ -
Agora Tower	TIF 3	PNG Development	Private - For Profit	2019-22	\$ 3,000,000	Y	\$ 3,000,000	\$ -
206 E. Lincoln Ave. apartments	TIF 3	John & Rosa Balli	Private - For Profit	2020-21	\$ 216,800	Y	\$ 216,800	\$ -
200 S. Fourth Street	TIF 3	City Hall Suites LLC	Private - For Profit	2020-	\$ 750,000	Y	\$ 502,846	\$ 247,154
AIP - 121 N. Second Street - Hillside	TIF 3		Private - For Profit	2020	\$ 18,076	Y	\$ 5,503	\$ -
AIP - 135 N. Second St - Egyptian Theater	TIF 3		Private - For Profit	2021	\$ 4,314	Y	\$ 4,314	\$ -
AIP - 115 N 1st St - R.A.M.P	TIF 3		Private - For Profit	2021	\$ 1,675	Y	\$ 1,675	\$ -
AIP - 218 W. Lincoln Hwy -Hickeys (project not completed)			Private - For Profit	2021	\$ 1,185	Y	\$ -	\$ -
AIP - 151 N 4th St (property sold, project not completed)			Private - For Profit	2021	\$ 25,000	Y	\$ -	\$ -
AIP - 509 Oak St - Acculab	TIF 3		Private - For Profit	2021	\$ 25,000	Y	\$ 25,000	\$ -
AIP - 201-203 E. Locust St	TIF 3		Private - For Profit	2021	\$ 1,850	Y	\$ 1,850	\$ -
AIP - 518 E. Lincoln Hwy - KJ's Tap	TIF 3		Private - For Profit	2022	\$ 2,415	Y	\$ 2,415	\$ -
AIP - 126 S. 5th St- Stagecoach Players	TIF 3		Private - For Profit	2022	\$ 9,500	Y	\$ 9,500	\$ -
AIP - 137 E Lincoln Highway - Aurora Music	TIF 3		Private - For Profit	2022	\$ 25,000	Y	\$ 25,000	\$ -
AIP - 641 E Lincoln Highway - Fargo Skateboard	TIF 3		Private - For Profit	2022	\$ 8,616	Y	\$ 8,616	\$ -
AIP - 263 E Lincoln Highway - La Calle	TIF 3		Private - For Profit	2022	\$ 12,925	Y	\$ 11,821	\$ -
AIP - 248 E Lincoln Highway - Chilton's	TIF 3		Private - For Profit	2022	\$ 1,388	Y	\$ 1,388	\$ -
AIP - 237 E Lincoln Highway - OQ Nails	TIF 3		Private - For Profit	2022	\$ 10,775	Y	\$ -	\$ 10,775
IL Route 38 Downtown	TIF 3	City of DeKalb	Infrastructure	2021-22	\$ 1,800,000	Y	\$ 1,980,408	\$ -
Electric Car Charging Station - Palmer Ct.	TIF 3	City of DeKalb	Infrastructure	2021	\$ 15,000	Y	\$ 14,994	\$ -
Fire Station #1	TIF 1	City of DeKalb	Infrastructure	2021	\$ 181,554	Y	\$ 180,284	\$ -
DeKalb-Taylor Municipal Airport*	TIF 1	City of DeKalb	Infrastructure	2021	\$ 200,000	Y	\$ 159,395	\$ -
Total Project Expenses					\$ 8,696,873		\$ 8,537,609	\$ 257,929

*Total RDA Commitment estimated based on the Municipal Share of Grant Activity to Rehabilitate Airport Facilities

blue font = preapproved as part of TIF IGA 12/14/2020

TIF 3 - Central Business District TIF Income Statement Summary

TIF # 3 (esta. 2/11/2019)

Note 1

Tax Year for Base EAV for TIF Increment	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>
TIF Year	0	1	2	3
Tax Levy Year	2019	2020	2021	2022
Tax Collection Year	2020	2021	2022	2023
Year Surplus Distributed (by 3/31)			2023	2024

Fiscal Year	Actual 2019	Actual 2020	Actual 2021	Actual (unaudited) 2022
Beginning Balance - January 1	-	(500,000)	1,271,337	3,626,801
Revenue				
Revenue - Property Tax Increment	-	300,640	458,809	507,254
Revenue - Transfer from Other TIFs	-	4,275,000	2,650,000	-
Revenue - Interest Income	-	202	1,097	30,554
Revenue - Bond Proceeds	-	-	-	-
Revenue - Refunds/Reimbursements	-	-	-	8,712
Total Revenue	-	4,575,842	3,109,906	546,520
Total Available (Rev. + Beg. Balance)	-	4,075,842	4,381,243	4,173,321
Expenses Incurred (Paid)				
Expenses - Non-Project (Admin)	-	-	-	-
Expenses - Other Capital-Public Infrastructure	-	-	127,053	1,868,350
Expenses - Not-for-Profit	-	-	-	-
Expenses - Private For-Profit	500,000	2,803,802	624,588	759,729
Expenses - Debt Service	-	-	-	-
Expenses - Contractual Services (parking lot lease)	-	-	-	6,111
Expenses - Engineering Services	-	-	-	-
Expenses - Financial Services (TIF audit)	-	703	556	8,660
Expenses - Legal & Notices	-	-	2,245	555
Expenses - Surplus Other	-	-	-	-
Total Expenses (excl IGA Surplus Pmt)	500,000	2,804,505	754,442	2,643,405
Expenses - Surplus IGA (Note 1)	-	-	-	152,176
Ending Balance/(Deficit) - December 31	(500,000)	1,271,337	3,626,801	1,377,740

IGA % of Surplus	0%	0%	30%
	(2019 levy)	(2020 levy)	(2021 levy)

Note 1 - surplus to be paid in following year according to IGA; begins with 2021 levy year (collected 2022)

REVENUE AND EXPENDITURE REPORT FOR CITY OF DEKALB
 Balances for quarter ending 12/31/2022
 % Fiscal Year Completed: 100.00
 Fund 262 - TIF FUND #3

Account	Description	2022 Amended Budget	YEAR-TO-DATE THRU 12/31/22	ACTIVITY FOR QUARTER ENDED 12/31/2022	Available Balance	% Used
Revenues						
Unclassified:						
Department 00-00: GENERAL						
30300	PROPERTY TAX - TIF					
11/22/2022	CR PROPERTY TAX REVENUE 11/22/2022		119535	38,836.78	PROPERTY TAX REVENUE 11/22/2022	
11/22/2022	GJ PROPERTY TAX - TIF - TIF 3 INTEREST		119928	(393.00)	JE# 4126	
11/22/2022	GJ PROPERTY TAX - TIF - TIF 2 INTEREST		119928	(1.48)	JE# 4126	
30300	PROPERTY TAX - TIF	507,000.00	507,253.56	38,442.30	(253.56)	100.05
37100	INVESTMENT INTEREST					
10/31/2022	GJ OCTOBER 2022 INTEREST		117216	4,542.66	JE# 4083	
10/31/2022	GJ OCTOBER 2022 INTEREST		117216	373.13	JE# 4083	
11/22/2022	GJ INVESTMENT INTEREST - TIF 3 INTEREST		119928	393.00	JE# 4126	
11/22/2022	GJ INVESTMENT INTEREST - TIF 2 INTEREST		119928	1.48	JE# 4126	
11/30/2022	GJ NOVEMBER 2022 INTEREST		119941	5,603.24	JE# 4134	
11/30/2022	GJ NOVEMBER 2022 INTEREST		119941	108.59	JE# 4134	
12/31/2022	GJ DECEMBER 2022 INTEREST		121958	5,117.89	JE# 4206	
12/31/2022	GJ DECEMBER 2022 INTEREST		121958	150.43	JE# 4206	
37100	INVESTMENT INTEREST	250.00	30,554.09	16,290.42	(30,304.09)	12,221
38200	REFUNDS / REIMBURSEMENTS	0.00	8,712.59	0.00	(8,712.59)	100.00
Total - Dept 00-00		507,250.00	546,520.24	54,732.72	(39,270.24)	107.74
Unclassified		250.00	39,266.68	16,290.42	(39,016.68)	100.00
Total Revenues		507,250.00	546,520.24	54,732.72	(39,270.24)	107.74
Expenditures						
Unclassified:						
Department 00-00: GENERAL						
62100	FINANCIAL SERVICES	750.00	8,660.00	0.00	(7,910.00)	1,154.
63800	CONTRACTED SERVICES					
10/24/2022	AP UNION PACIFIC RAILROAD COMPANY		117792	6,111.06	Inv #: '322349358' Vendor '001070'	
63800	CONTRACTED SERVICES	6,111.00	6,111.06	6,111.06	(0.06)	100.00
65300	LEGAL EXPENSES & NOTICES	0.00	555.00	0.00	(555.00)	100.00
68600	TIF SURPLUS DISTRIBUTION					
12/01/2022	AP DEKALB COUNTY TREASURER		120265	152,176.07	Inv #: '2022 TIF 3 SURPLUS' Vendor '00027'	
68600	TIF SURPLUS DISTRIBUTION	138,000.00	152,176.07	152,176.07	(14,176.07)	110.27
69199	PRIV PROP REHAB / REDEVELOP					
10/21/2022	AP PNG DEVELOPMENT LLC		117741	394,613.06	Inv #: 'PAYOUT 7' Vendor '002567'	
10/27/2022	AP CHILTONS SPORTING GOODS INC		117491	1,388.30	Inv #: 'RES 2022-088' Vendor '172241'	
69199	PRIV PROP REHAB / REDEVELOP	1,401,571.00	759,729.04	396,001.36	641,841.96	54.21

REVENUE AND EXPENDITURE REPORT FOR CITY OF DEKALB
 Balances for quarter ending 12/31/2022
 % Fiscal Year Completed: 100.00
 Fund 262 - TIF FUND #3

Account	Description	2022 Amended Budget	YEAR-TO-DATE THRU 12/31/22	ACTIVITY FOR QUARTER ENDED 12/31/2022	Available Balance	% Used
Expenditures						
Department 00-00: GENERAL						
83900	OTHER CAPITAL IMPROVEMENTS					
10/17/2022	AP FEHR GRAHAM ENGINEERING		116613	4,013.75	Inv #: '110233' Vendor '000378'	
12/01/2022	AP ELLIOTT AND WOOD INC		120279	157,162.08	Inv #: '2210404.2' Vendor '000344'	
12/22/2022	AP ELLIOTT AND WOOD INC		121209	196,947.47	Inv #: '2210405.6' Vendor '000344'	
83900	OTHER CAPITAL IMPROVEMENTS	1,800,000.00	1,868,349.47	358,123.30	(68,349.47)	103.80
Total - Dept 00-00		3,346,432.00	2,795,580.64	912,411.79	550,851.36	83.54
Unclassified		3,346,432.00	2,795,580.64	912,411.79	550,851.36	100.00
Total Expenditures		3,346,432.00	2,795,580.64	912,411.79	550,851.36	83.54
NET OF REVENUES AND EXPENDITURES		(2,839,182.00)	(2,249,060.40)	(857,679.07)	(590,121.60)	

TIF 1 & TIF 3 - Central Business District
Estimated Cumulative Pay Out Schedule ("Project Tracking")
Period Ending 12/31/22

Redevelopment Project	Applicable PINS	Party (Developer)	Income Statement Expense Category	Year of RDA	Total RDA/TIF Commitment	Approved Eligible	Paid to Date to 12/31/22	Remaining Obligation
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206 E. Lincoln Ave. apartments	TIF 3	John & Rosa Balli	Private - For Profit	2020-21	\$ 216,800	Y	\$ 216,800	\$ -
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AIP - 237 E Lincoln Highway - OQ Nails	TIF 3		Private - For Profit	2022	\$ 10,775	Y	\$ -	\$ 10,775
IL Route 38 Downtown	TIF 3	City of DeKalb	Infrastructure	2021-22	\$ 1,800,000	Y	\$ 1,980,408	\$ -
Electric Car Charging Station - Palmer Ct.	TIF 3	City of DeKalb	Infrastructure	2021	\$ 15,000	Y	\$ 14,994	\$ -
Fire Station #1	TIF 1	City of DeKalb	Infrastructure	2021	\$ 181,554	Y	\$ 180,284	\$ -
DeKalb-Taylor Municipal Airport*	TIF 1	City of DeKalb	Infrastructure	2021	\$ 200,000	Y	\$ 159,395	\$ -
Total Project Expenses					\$ 8,696,873		\$ 8,537,609	\$ 257,929

*Total RDA Commitment estimated based on the Municipal Share of Grant Activity to Rehabilitate Airport Facilities

blue font = preapproved as part of TIF IGA 12/14/2020