



AGENDA

JOINT REVIEW BOARD MEETING

APRIL 28, 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 January 27, 2023.

E. Public Participation

F. Presentation of the First Quarter FY2023 TIF Financials

G. Update on Current TIF #3 Projects

H. Next Meeting: July 28, 2023

I. Adjournment

**MINUTES
CITY OF DEKALB
JOINT REVIEW BOARD MEETING
JANUARY 27, 2023**

The Joint Review Board (JRB) of the City of DeKalb, Illinois, convened on January 27, 2023, at 1:00 p.m. in the first-floor conference room of the City of DeKalb City Hall Building, located at 164 E. Lincoln Highway, DeKalb, Illinois.

A. CALL TO ORDER

Chair Brian Gregory called the meeting to order at 1:00 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 – Amir Doka (on behalf of Cynthia Carpenter)*
- DeKalb County – Brian Gregory*
- DeKalb Park District – Pat Fagan (on behalf of John Shea)*
- Kishwaukee College – Jill Hansen*
- Public Member – Larry Berke*

The following members of the JRB were absent:

- DeKalb Township – Mary Hess*
- 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. Fagan moved to approve the agenda; seconded by Mr. Berke.

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 October 28, 2022.

MOTION: Mr. Doka moved to approve the minutes; seconded by Mr. Fagan.

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

E. PUBLIC PARTICIPATION

There was none.

F. PRESENTATION OF THE FOURTH 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, the TIF #3 Income Statement Summary, and the Revenue and Expenditure Report for TIF #3, all as of December 31, 2022.

G. UPDATE ON CURRENT TIF #3 PROJECTS

There was a brief review of one Architectural Improvement Program (AIP) project, which was approved at the December 12, 2022, City Council meeting:

- OQ Names & Spa, 237 E. Lincoln Highway in the amount of \$10,775 for roof repair and terra cotta repair/tuckpointing. It was noted that reimbursement to the owner is pending receipt of payment documents.

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. City Manager Nicklas noted that the sidewalk inlets for the Illinois Route 38 Reconfiguration project cost extra due to supply issues.

Ms. Dittman noted that all taxing bodies should be receiving their allotment of the surplus very soon, if not already.

Brief discussion ensued.

H. NEXT MEETING

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

I. ADJOURNMENT

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

VOTE: Motion passed by a voice vote of the majority of members present and the meeting was adjourned at 1:19 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 January 27, 2023, JRB meeting.

DATE: April 7, 2023

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

RE: Background Notes for the April 28, 2023, Agenda.

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

Approval of Minutes

The minutes from the January 27, 2023, JRB meeting are attached for the Board's review and approval.

Presentation of First Quarter FY 2023 TIF Financials

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

- TIF #3 Income Statement Summary as of 3/31/2023.
- TIF #3 Revenue & Expenditure Report (budget vs. actual) YTD through 3/31/2023.
- TIF #1 Income Statement Summary as of 3/31/2023.
- TIF #1 Revenue & Expenditure Report (budget vs. actual) YTD through 3/31/2023.
- TIF Project Tracker as of 3/31/2023.

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:

* Indicates voting membership

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 FY2023, the AIP budget is \$100,000 for qualified projects on a first-come, first-served basis.

Between January – March 2023, the City Council approved one AIP grant:

1. Quatro Amigos Venue, 240 E. Lincoln Highway = \$25,000 (façade replacement), approved at the March 27, 2023, City Council meeting.

Major Project Summary

- 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 3 - Central Business District TIF Income Statement Summary

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

Note 1

<u>Tax Year for Base EAV for TIF Increment</u>	<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	(Unaudited)				
	Actual 2019	Actual 2020	Actual 2021	Actual 2022	Actual 2023
Beginning Balance - January 1	-	(500,000)	1,271,337	3,626,801	1,377,740
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	14,753
Revenue - Bond Proceeds	-	-	-	-	-
Revenue - Refunds/Reimbursements	-	-	-	8,712	-
Total Revenue	-	4,575,842	3,109,906	546,520	14,753
Total Available (Rev. + Beg. Balance)	-	4,075,842	4,381,243	4,173,321	1,392,493
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	1,392,493

IGA % of Surplus	0%	0%	30%	30%
	(2019 levy)	(2020 levy)	(2021 levy)	(2022 levy)

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

Fund 262 - TIF FUND #3

Account	Description	2023 Amended Budget	YEAR-TO-DATE THRU 03/31/23	Available Balance	% Used
Revenues					
Department 00-00: GENERAL					
30300	PROPERTY TAX - TIF	519,935.00	0.00	519,935.00	0.00
37100	INVESTMENT INTEREST				
01/31/2023	GJ JANUARY 2023 INTEREST		4,566.28 JE# 4267		
01/31/2023	GJ JANUARY 2023 INTEREST		144.60 JE# 4267		
02/28/2023	GJ FEBRUARY 2023 INTEREST		4,397.11 JE# 4406		
02/28/2023	GJ FEBRUARY 2023 INTEREST		215.10 JE# 4406		
03/31/2023	GJ MARCH 2023 INTEREST		5,119.10 JE# 4555		
03/31/2023	GJ MARCH 2023 INTEREST		311.11 JE# 4555		
37100	INVESTMENT INTEREST	6,000.00	14,753.30	(8,753.30)	245.89
39260	TRANSFER FROM TIF #1 FUND	19,471.00	0.00	19,471.00	0.00
Total - Dept 00-00		545,406.00	14,753.30	530,652.70	2.71
Total Revenues		545,406.00	14,753.30	530,652.70	2.71
Expenditures					
Department 00-00: GENERAL					
62100	FINANCIAL SERVICES	8,830.00	0.00	8,830.00	0.00
63800	CONTRACTED SERVICES	6,294.00	0.00	6,294.00	0.00
65300	LEGAL EXPENSES & NOTICES	5,304.00	0.00	5,304.00	0.00
68600	TIF SURPLUS DISTRIBUTION	155,981.00	0.00	155,981.00	0.00
69199	PRIV PROP REHAB / REDEVELOP	347,154.00	0.00	347,154.00	0.00
83900	OTHER CAPITAL IMPROVEMENTS	500,000.00	0.00	500,000.00	0.00
Total - Dept 00-00		1,023,563.00	0.00	1,023,563.00	0.00
Total Expenditures		1,023,563.00	0.00	1,023,563.00	0.00
NET OF REVENUES AND EXPENDITURES		(478,157.00)	14,753.30	(492,910.30)	

**TIF 1 - Central Business District TIF
Income Statement Summary**

TIF # 1 (esta. 12/22/1986)	2019	2020	2021	2022	2023
Tax Year for Base EAV for TIF Increment	2019	2020	2021	2022	2023
Tax Year	2019	2020	2021	2022	2023
Year Tax Due	2020	2021	2022	n/a	n/a
Year Surplus Distributed (by 3/31)	2021	2022	2023	n/a	n/a
Beginning Balance (Jan 1)	4,373,313	3,178,752	781,277	19,470	19,470
Revenue	Actual	Actual	Actual	Actual	YTD
Revenue - Property Tax Increment	7,031,778	6,611,022	6,727,258	-	-
Revenue - Transfer from Other TIFs	-	-	-	-	-
Revenue - Interest Income	163,231	28,951	1,224	-	-
Revenue - Gain/Loss on Investments	143,465	-	13,104	-	-
Revenue - Refunds/Reimbursements	43,387	-	-	-	-
Revenue - Bond Proceeds	-	-	-	-	-
Revenue - Other	-	-	-	-	-
Total Revenue	7,381,861	6,639,973	6,741,586	-	-
Total Available (Rev. + Beg. Balance)	11,755,174	9,818,725	7,522,863	19,470	19,470
Expenses Incurred (Paid)					
Expenses - Non-Project (Admin)	-	-	-	-	-
Expenses - Public Infrastructure	-	70,119	270,247	-	-
Expenses - Not-for-Profit	-	-	-	-	-
Expenses - Private For-Profit	3,380,053	20,055	-	-	-
Expenses - Debt Service	1,192,400	1,195,000	1,190,800	-	-
Expenses - Other	85,043	-	-	-	575
Expenses - Engineering Services	19,735	-	-	-	-
Expenses - Contracted Services	5,592	-	11,693	-	-
Expenses - Financial Services	-	85,247	14,381	-	-
Expenses - Legal & Dues	3,263	20,000	1,912	-	-
Expenses - Other Capital Improvements	5,000	98,871	730	-	-
Expenses - Transfer to General Fund	46,666	5,000	-	-	-
Expenses - Transfer to Airport Fund	-	37,646	-	-	-
Expenses - Transfer to TIF #3 Fund	-	4,275,000	2,650,000	-	-
Total Expenses (excl IGA Surplus Pmt)	4,737,752	5,806,937	4,139,763	-	575
Expenses - Surplus IGA	3,515,888	3,305,511	3,363,629	-	-
Year End Adjustments	322,782	75,000	-	-	-
Ending Balance (Dec 31)*	3,178,752	781,277	19,470	19,470	18,895

Note 1

*remaining balance to be transferred to TIF #3 after final year end adjustments are made less a small reserve for possible tax refunds

Note 1

Property tax refunds due to protests

Fund 260 - TIF FUND #1 (CENTRAL AREA)

Account	Description	2023 Amended Budget	YEAR-TO-DATE THRU 03/31/23	Available Balance	% Used
Expenditures					
Department 00-00: GENERAL					
69999	CONTINGENCIES				
01/01/2023	AP DEKALB COUNTY TREASURER		574.96		
				Inv #: '001-2022' Vendor '000278'	
69999	CONTINGENCIES	0.00	574.96	(574.96)	100.00
91262	TRANSFER TO TIF #3 FUND	19,471.00	0.00	19,471.00	0.00
Total - Dept 00-00		19,471.00	574.96	18,896.04	2.95
Total Expenditures		19,471.00	574.96	18,896.04	2.95
NET OF REVENUES AND EXPENDITURES		(19,471.00)	(574.96)	(18,896.04)	

TIF 1 & TIF 3 - Central Business District
Estimated Cumulative Pay Out Schedule ("Project Tracking")
Period Ending 3/31/23

Redevelopment Project	Applicable PINS	Party (Developer)	Income Statement Expense Category	Year of RDA	Total RDA/TIF Commitment	Approved Eligible	Paid to Date to 3/31/23	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
AIP - 240 E Lincoln Highway - Quatro Amigos Venue	TIF 3		Private - For Profit	2023	\$ 25,000	Y	\$ -	\$ 25,000
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					\$ 8,721,873		\$ 8,537,609	\$ 282,929

*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