

Monday, April 4, 2016
City Council Meeting at 6:30 pm

CITY COUNCIL MEETING AGENDA
Council Chambers - First Floor
212 Third Avenue

1. Meeting Opening

Subject : A. Call to Order
Meeting : Apr 4, 2016 - City Council Meeting at 6:30 pm
Type : Procedural

1. Meeting Opening

Subject : B. Roll Call
Meeting : Apr 4, 2016 - City Council Meeting at 6:30 pm
Type : Procedural

1. Meeting Opening

Subject : C. Pledge of Allegiance
Meeting : Apr 4, 2016 - City Council Meeting at 6:30 pm
Type : Procedural

2. Communication from Visitors

Subject : A. Public Comment
Meeting : Apr 4, 2016 - City Council Meeting at 6:30 pm
Type : Information

File Attachments

[public comment policy.pdf \(75 KB\)](#)

3. Consent Agenda

Subject : A. Approval of Minutes
Meeting : Apr 4, 2016 - City Council Meeting at 6:30 pm
Type : Action (Consent)
Recommended Action : Approval of Minutes as presented

File Attachments

[cc032116.pdf \(122 KB\)](#)

Consent

Our adopted rules of Parliamentary Procedure, Robert's Rules, provide for a consent agenda listing several items for approval of the Board by a single motion. Most of the items listed under the consent agenda have gone through Board subcommittee review and recommendation. Documentation concerning these items has been provided to all Board members and the public in advance to assure an extensive and thorough review. Items may be removed from the consent agenda at the request of any board member.

3. Consent Agenda

Subject :	B. Approval of Bills and Payroll
Meeting :	Apr 4, 2016 - City Council Meeting at 6:30 pm
Type :	Action (Consent)
Recommended Action :	Approval of Bills and Payroll as presented

Public Content

File Attachments

[Accounts Payable 04-04-16.pdf \(316 KB\)](#)
[apsummary04-04-16.pdf \(952 KB\)](#)

Consent

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3. Consent Agenda

Subject :	C. Resolution #R2016-4-8 to Close Fourth Street for Memorial Day Services
Meeting :	Apr 4, 2016 - City Council Meeting at 6:30 pm
Type :	Action (Consent)
Recommended Action :	Approve Resolution #R2016-4-8 to Close Fourth Street for Memorial Day Services

Public Content

Memorial Day Services are held at the Grandon Civic Center on Monday, May 30 at 11:00 am. This road closure makes for a safe walk to the Grandon and a quieter service.

File Attachments

[R2016-4-8 Memorial Day.pdf \(109 KB\)](#)

Consent

Our adopted rules of Parliamentary Procedure, Robert's Rules, provide for a consent agenda listing several items for approval of the Board by a single motion. Most of the items listed under the consent agenda have gone through Board subcommittee review and recommendation. Documentation concerning these items has been provided to all Board members and the public in advance to assure an extensive and thorough review. Items may be removed from the consent agenda at the request of any board member.

3. Consent Agenda

Subject :	D. Resolution #R2016-4-9 to Close Fourth Street for Movies at Grandon
Meeting :	Apr 4, 2016 - City Council Meeting at 6:30 pm
Type :	Action (Consent)
Recommended Action :	Approve Resolution #R2016-4-9 to Close Fourth Street for Movies at Grandon

Public Content

This road closure ensures more safety before, during, and after the movie. It also makes for a better experience without headlights and noise interfering with the movies.

File Attachments

[R2016-4-9 Movies.pdf \(108 KB\)](#)

Consent

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3. Consent Agenda

Subject :	E. Resolution #R2016-4-10 to Close Fourth Street for Band Concerts
Meeting :	Apr 4, 2016 - City Council Meeting at 6:30 pm
Type :	Action (Consent)
Recommended Action :	Approve Resolution #R2016-4-10 to Close Fourth Street for Band Concerts

Public Content

This road closure ensures more safety before, during, and after the concerts. It also makes for a better experience without headlights and noise interfering with the concerts.

File Attachments

[R2016-4-10 Concerts.pdf \(109 KB\)](#)

Consent

Our adopted rules of Parliamentary Procedure, Robert's Rules, provide for a consent agenda listing several items for approval of the Board by a single motion. Most of the items listed under the consent agenda have gone through Board subcommittee review and recommendation. Documentation concerning these items has been provided to all Board members and the public in advance to assure an extensive and thorough review. Items may be removed from the consent agenda at the request of any board member.

3. Consent Agenda

Subject :	F. Resolution #R2016-4-11 to Close Second Street for Sterling Main Street's Car Show
Meeting :	Apr 4, 2016 - City Council Meeting at 6:30 pm
Type :	Action (Consent)
Recommended Action :	Approve Resolution #R2016-4-11 to Close Second Street for Sterling Main Street's Car Show

Public Content

This is the third year that Sterling Main Street has held a car show. Because it has been growing annually, Sterling Main Street is asking to close Second Street between First and Second Avenues. Although Second Street is not a state route, the turn lane from First Avenue (Route 40) is part of the state route. This resolution seeks permission from IDOT to close that turn lane to expand the car show and for the safety of all participants.

File Attachments

[R2016-4-11 Car Show.pdf \(108 KB\)](#)

Consent

Our adopted rules of Parliamentary Procedure, Robert's Rules, provide for a consent agenda listing several items for approval of the Board by a single motion. Most of the items listed under the consent agenda have gone through Board subcommittee review and recommendation. Documentation concerning these items has been provided to all Board members and the public in advance to assure an extensive and thorough review. Items may be removed from the consent agenda at the request of any board member.

3. Consent Agenda

Subject :	G. Accept bid for demolition of a single-family dwelling located at 1104 Dillon Avenue
Meeting :	Apr 4, 2016 - City Council Meeting at 6:30 pm
Type :	Action (Consent)
Recommended Action :	Award the contract to demolish 1104 Dillon Avenue to Stichter Construction, of Erie, Illinois, in the amount of \$7,420.00

Public Content

The City of Sterling acquired the subject property by a Judicial Deed on February 22, 2016. Bids were advertised for the demolition of the building on March 14, 2016, and four (4) were received. The bids were opened on Monday, March 28, 2016.

The low bid received was from Stichter Construction, Erie, Illinois, in the amount of \$7,420.00. The bid was found to be in accordance with the Bid Specifications.

Funding for this work is being provided through the Blight Reduction Program. A grant awarded to the City of Sterling by the Illinois Housing Development Authority.

File Attachments

[demo bids 1104 Dillon & 302 W 4th.pdf \(25 KB\)](#)
[1104 Dillon.jpg \(228 KB\)](#)

Consent

Our adopted rules of Parliamentary Procedure, Robert's Rules, provide for a consent agenda listing several items for approval of the Board by a single motion. Most of the items listed under the consent agenda have gone through Board subcommittee review and recommendation. Documentation concerning these items has been provided to all Board members and the public in advance to assure an extensive and thorough review. Items may be removed from the consent agenda at the request of any board member.

3. Consent Agenda

Subject :	H. Accept bid for demolition of a two-family dwelling located at 302 W. 4th Street
Meeting :	Apr 4, 2016 - City Council Meeting at 6:30 pm
Type :	Action (Consent)
Recommended Action :	Award the contract to demolish 302 West Fourth Street to CPs Demolition Services, of Sterling, Illinois, in the amount of \$10,000.00

Public Content

The City of Sterling acquired the subject property by a Judicial Deed on February 22, 2016. Bids were advertised for the demolition of the building on March 14, 2016, and four (4) were received. The bids were opened on Monday, March 28, 2016.

The low bid received was from CPs Demolition Services, Sterling, Illinois, in the amount of \$10,000.00. The bid was found to be in accordance with the Bid Specifications.

Funding for this work is being provided through the Blight Reduction Program. A grant awarded to the City of Sterling by the Illinois Housing Development Authority.

File Attachments

[302 W 4th St.jpg \(183 KB\)](#)
[demo bids 1104 Dillon & 302 W 4th.pdf \(25 KB\)](#)

Consent

Our adopted rules of Parliamentary Procedure, Robert's Rules, provide for a consent agenda listing several items for approval of the Board by a single motion. Most of the items listed under the consent agenda have gone through Board subcommittee review and recommendation. Documentation concerning these items has been provided to all Board members and the public in advance to assure an extensive and thorough review. Items may be removed from the consent agenda at the request of any board member.

5. Recommended Personnel Action

Subject :	A. Pinning of Firefighter Kurt Landis
Meeting :	Apr 4, 2016 - City Council Meeting at 6:30 pm
Type :	Presentation

Public Content

Kurt Landis has completed his one-year probationary period. Kurt is being pinned as a Firefighter by his father, Randy Landis.

6. Presentations and Awards

Subject :	A. Proclamation for the observance of Public Safety Telecommunicators Week
Meeting :	Apr 4, 2016 - City Council Meeting at 6:30 pm
Type :	Action, Presentation
Recommended Action :	Approval Proclamation to recognize Public Safety Telecommunicators Week.

Public Content

The members of the Sterling Police Department respectfully request a Mayoral Proclamation declaring April 10 16, 2016 as Public Safety Telecommunicators Week.

File Attachments

[Proc-Telecommicaotors Week.pdf \(269 KB\)](#)

6. Presentations and Awards

Subject :	B. Proclamation declaring April 7, 2016 as Junior Achievement Day
Meeting :	Apr 4, 2016 - City Council Meeting at 6:30 pm
Type :	Action, Presentation
Recommended Action :	Proclaim April 7, 2016 as Junior Achievement Day

Public Content

Junior Achievement of the Heartland has presented us with this Proclamation supporting Junior Achievement Day on April 7. Junior Achievement is the worlds largest organization dedicated to giving young people the knowledge and skills they need to own their economic success, plan for their future, and make smart academic and economic choices. JA programs are delivered by business-experienced community volunteers, and provide relevant, hands-on experiences that teach students from kindergarten through high school knowledge and skills in financial literacy, work readiness and entrepreneurship.

Locally there are 11 programs taught by local volunteers at Challand and Newman.

Volunteer Name Volunteer's Firm

Stacey Sibley HALO Branded Solutions

Barbara Majeski ManpowerGroup Inc.

Brad Zacharski Wipfli LLP

Scott Shumard City of Sterling

Cassandra Salmon Illinois Bank & Trust

Angela Rivera Homeowners Financial Group

Dawn Castillo Sauk Valley Bank - Sterling

Catherine Sheets Sauk Valley Bank - Sterling

Trinette Decker Katherine Shaw Bethea Hospital

Scott Porter Abiding Word Christian Center

Curt Repass COUNTRY Financial - Repass

File Attachments

[proc-jr achievement.pdf \(66 KB\)](#)

7. Unfinished Business

Subject : A. Update on the Riverfront

Meeting : Apr 4, 2016 - City Council Meeting at 6:

30 pm

Type :

Presentation

Public Content

An update from the City Manager regarding riverfront redevelopment progress.

7. Unfinished Business

Subject :	B. Strategic Plan
Meeting :	Apr 4, 2016 - City Council Meeting at 6:30 pm
Type :	Discussion, Presentation

Public Content

Council led discussion on Strategic Plan idea generation and implementation in 2016-17. This session is to begin setting concrete goals derived from the Key Initiatives identified in the strategic planning process and to hold ourselves accountable for progress.

File Attachments

[strategic planning projects for Community Sustainability.pdf \(227 KB\)](#)

7. Unfinished Business

Subject :	C. Discussion of Upcoming Council Study Sessions
Meeting :	Apr 4, 2016 - City Council Meeting at 6:30 pm
Type :	Discussion

Public Content

This is an opportunity for the Council to list, prioritize, and determine the venue for Council educational opportunities. Weve already indicated wewanted study sessions relating to disaster preparedness and Code Enforcement. On what other topics would you like more information? Is theCouncil meeting the appropriate time and place or does the Council have other alternatives to suggest?

8. Business Items

Subject :	A. Budget Hearing for FY 2016-2017
Meeting :	Apr 4, 2016 - City Council Meeting at 6:30 pm
Type :	

8. Business Items

Subject :	B. Waive Bid Procedure to Work with Illinois American
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Water on Avenue L

Meeting :

Apr 4, 2016 - City Council Meeting at 6:30 pm

Type :

Action

Recommended Action :

Waive the bid process and enter into an agreement with Illinois American Water Company for the resurfacing of Ave L from W. 11th Street to W. Lefevre Road.

Public Content

Illinois American Water Company, and its contractor, Civil Construction, have offered to resurface Avenue L from 11th to Lefevre this year under a similar arrangement to the Avenue L and W. Lefevre reconstruction that occurred last year. Civil would resurface Ave L and Illinois American Water Company would invoice us for the cost less the cost they would have incurred from otherwise patching the road. In discussing the matter with the engineers and public works staff, it was agreed the competitive pricing and the opportunity to completely resurface approximately 1,900 of road was worth prioritizing this as a 2016 road project. Pricing this year is even better than last year. This would be funded through the local option sales tax if approved.

8. Business Items

Subject :

C. Ordinance #2016-4-2 Regarding Municipal Utility Tax

Meeting :

Apr 4, 2016 - City Council Meeting at 6:30 pm

Type :

Action

Recommended Action :

Approve Ordinance #2016-4-2 regarding the Municipal Utility Tax.

Public Content

ComEd and Nicor requested several amendments to the municipal utility tax ordinance approved by the City of Sterling. The changes are immaterial to the effect of the original ordinance, but no less demanded by the utilities for purposes of clarification.

File Attachments

[2016-4-2 Utility Ordinance.pdf \(123 KB\)](#)

8. Business Items

Subject :

D. Resolution #R2016-4-7 Increasing the Cost of Certified Birth and Death Records

Meeting :

Apr 4, 2016 - City Council Meeting at 6:30 pm

Type :

Action

Recommended Action :

Approve Resolution #R2016-4-7 Increasing the Cost of Certified Birth and Death Records

Public Content

The last increase in birth certificates was 2004. Since 2010, the City has been required to print all birth and death records on security paper, which costs approximately \$1500 annually. Below is a listing of what surrounding counties charge for birth and death records.

County	Birth Certificate 1st Copy	Birth Certificate addl copies	Death Certificates 1st Copy	Death Certificates addl copies
Bureau	\$14.00	\$2.00	\$18.00	\$6.00
Carroll	\$18.00	\$4.00	\$22.00	\$6.00
Henry	\$15.00	\$7.00	\$20.00	\$11.00
Lee	\$20.00	\$3.00	\$32.00	\$12.00
Ogle	\$22.00	\$4.00	\$26.00	\$8.00
Rock Island	\$15.00	\$8.00	\$20.00	\$14.00
Stephenson	\$16.00	\$3.00	\$20.00	\$7.00
Winnebago	\$17.00	\$5.00	\$21.00	\$9.00
Whiteside/Sterling	\$10.00	\$6.00	\$14.00	\$10.00
Average	\$15.22	\$4.67	\$21.44	\$9.22

Due to these factors, staff recommends increasing the fees to \$15 for the first birth certificate and \$20 for the first death certificate. The cost of additional copies would remain the same. Death certificates cost more because \$4 for each death certificate goes to the state.

File Attachments

[R2016-4-7 Certified Copies.pdf \(56 KB\)](#)

8. Business Items

Subject :	E. Miller Street Lift Station Modifications
Meeting :	Apr 4, 2016 - City Council Meeting at 6:30 pm
Type :	Action

Recommended Action :

Authorize Mayor to enter into Agreement with Willett, Hofmann & Associates to complete specifications and solicit bids to cap off existing sewers to reduce stormwater or groundwater infiltration in the vicinity of the Miller Lift Station

Public Content

Miller Lift Station has received significant stormwater inflow. The station previously served more areas of the mill, but since the mill reopened, it now serves just the shower house area. This project will cap off existing sewers that enter the main, but are no longer known to be connected to any facilities and are believed to be sources of significant inflow during rain events. Additionally, a leaking force main between the lift station and the sewer line on Wallace will be replaced to prevent environmental damage and reduce any additional stormwater or groundwater infiltration. Staff and engineers explored several options for reducing the inflow and maintenance costs related to the lift station and determined this to be the least costly solution.

File Attachments

[Miller Lift Station WHA agreement.pdf \(1,500 KB\)](#)

[Miller Street Forcemain Replacement_Alternative No 1.pdf \(184 KB\)](#)

8. Business Items

Subject :	F. Extend Sewer Work onto Fifth Avenue and Folkers Road
Meeting :	Apr 4, 2016 - City Council Meeting at 6:30 pm
Type :	Action
Recommended Action :	If desirable, direct the engineer to work with the contractor to expand the scope of Sixth Avenue via a change order based upon bid quantity pricing to continue sewer and road work to Fifth Avenue and Folkers Road.

Public Content

Brian Frickenstein, engineer for Willett Hofmann & Associates, will present a proposal to continue the 6th Avenue sanitary sewer and road work to 5th Avenue and Folkers as originally designed. Council may choose to direct the engineer to work with the contractor to expand the scope of 6th Avenue via a change order based upon bid quantity pricing.

File Attachments

[5th Ave sewer map.pdf \(149 KB\)](#)

[Folkers Rd sewer map.pdf \(162 KB\)](#)

11. Study Session

Subject :	A. Personnel Manual
Meeting :	Apr 4, 2016 - City Council Meeting at 6:30 pm
Type :	Discussion

Public Content

The City staff was concerned the current personnel manual had become dated. Beginning in 2010, select members of the staff gathered to review what was and wasn't working with the manual. The City gathered proposed revisions and contracted with AAIM Employers Association for review of the manual. Staff presented the draft for feedback to the Council in 2011. Staff has requested of me several times to bring this before the Council again for adoption as there are policies that are either out-of-date or unclear given the previous manual was last adopted in 1997.

The most significant changes are:

- Added an *Hours of Work and Pay* section

- § Designates the different employment categories

- § Office hours and work schedules vary by department and position (there is no overarching office hours)

- Added an *Overtime for Non-Exempt Employees* section
- Edited *Employee Benefits* section to specify *Group Health Insurance*

- § Includes section on *Employee Assistance Program*

- Definition of *Immediate Family* specified

- § Employees spouse, civil union partner, children, stepchildren, grandchildren, step-grandchildren, mother or father, grandparents, mother-in-law, father-in-law, brothers or sisters. It also includes other relatives who reside permanently with the employee

- Additional specification added to *Sick Leave*

- § If an employee is absent for more than 30 consecutive working hours due to illness or injury, a physician's statement must be provided verifying the illness or injury and its beginning and expected ending dates

- *Personal Days* section specifies amount of hours for employees

- § Eligible full-time employees will receive 24 hours of personal time each calendar year as a follow-up to the compensation study. Part-time, seasonal, temporary hourly employees and firefighters receiving eight or more Kelly Days are not eligible for personal time. Firefighters scheduled to work more than 2700 hours per year and receive less than eight Kelly Days receive 24 hours personal time each year

- Added a *Donated Sick Leave* section

- Specified activities, timelines, and distances for *Allowable Travel and Business Expenses*

- Family bereavement leave is specified for 40 hours (non-union) and two 24-hour shifts for firefighters

- New section on *Electronic Communications*

- § No right of privacy

- § Electronic communication may be monitored

§ A list of prohibited uses is provided

- New section on *Social Media*

§ If your posts on social media mention the City, its services, or employees, make clear that you are an employee of the City and that the views posted are yours alone and do not represent the views of the City

§ Social media activities must not interfere with your duties at work

§ Unless given written consent, you may not use the City's logo, seal, badges, patches or identifiers on your posts

- New section on *Employment of Relatives*

§ No immediate family member may be hired, assigned, transferred, or promoted if employment would result in direct or indirect supervisor/subordinate relationship with family member

- Tuition Assistance must now be pre-approved

- *Gifts and Gratuities* now matches City Code and State Statutes

- Added a *Dress and Personal Appearance Guidelines* section

§ Jewelry and Tattoo guidelines

§ Employees required to wear a uniform must wear that uniform while on duty

§ Shorts, capri pants, and pedal pushers are not allowed

§ Flip flops and casual thong-style sandals are not allowed

§ Denim jeans are not permitted for office personnel

- Code of Ethics now matches City Code and State Statutes

- Added a COBRA section

I would like to place this on the April 18th Agenda for Council adoption. The only changes since the last draft distributed to Council has been the additional 8 hours of personal day time and the appearance guidelines regarding jewelry and tattoos on Page 48.

File Attachments

[Personnel Manual April 2016.pdf \(644 KB\)](#)

12. Executive Session

Subject :	A. Deliberations Concerning Salary Schedules for one or more Classes of Municipal Employees
Meeting :	Apr 4, 2016 - City Council Meeting at 6:30 pm
Type :	Action
Recommended Action :	Adjourn to Closed Session for Deliberations Concerning Salary Schedules for one or more Classes of Municipal

Public Content

5 ILCS 120/2(c) provides the Governing Body with certain exceptions to the Open Meetings Act and allows for the conducting of a closed session. Personnel is covered under subsection (1) of 5 ILCS 120/2(c). It is the policy of the City of Sterling to conduct discussions relating to personnel in such a closed session.

ILCS 5 Section 120/2a provides A public body may hold a meeting closed to the public, or close a portion of a meeting to the public, upon a majority vote of a quorum present, taken at a meeting open to the public for which notice has been given as required by this Act. Therefore, the City Council should move by simple majority vote to go into a closed session for the purpose as stated above.