

Monday, April 15, 2024
City Council Meeting at 6:30 pm

CITY COUNCIL MEETING AGENDA
Council Chambers - First Floor
212 Third Avenue
Zoom Link
<https://us02web.zoom.us/j/87611017132>

1. Meeting Opening

Subject : A. Roll Call
Meeting : Apr 15, 2024 - City Council Meeting at 6:30 pm
Type : Procedural

1. Meeting Opening

Subject : B. Pledge of Allegiance
Meeting : Apr 15, 2024 - City Council Meeting at 6:30 pm
Type : Procedural

2. Communication from Visitors

Subject : A. Public Comment
Meeting : Apr 15, 2024 - 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 15, 2024 - City Council Meeting at 6:30 pm
Type : Action (Consent)
Recommended Action : Approval of Minutes as presented

File Attachments

[cc04012024.pdf \(163 KB\)](#)

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 15, 2024 - City Council Meeting at 6:30 pm
Type :	Action (Consent)
Recommended Action :	Approval of Bills and Payroll as presented

Public Content

File Attachments

[3-31-24 Balance Sheets.pdf \(331 KB\)](#)
[3-31-24 Budget Performance Report.pdf \(409 KB\)](#)
[admin_20240412_095111.pdf \(614 KB\)](#)
[Accounts Payable by G_L Distribution Report 04_12_2024 8_54_26 AM_Mary McCormick_3D40APCY.pdf \(351 KB\)](#)

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 :	C. Ordinance No. 2024-04-07 Amending the Budget for Fiscal Year beginning May 1, 2023
Meeting :	Apr 15, 2024 - City Council Meeting at 6:30 pm
Type :	Action (Consent)
Recommended Action :	Staff recommends approval of Ordinance No. 2023-04-07 Amending the Budget for Fiscal Year beginning May 1, 2023

Public Content

Every year in April the City amends the current fiscal year budget to more accurately reflect the actual expenditure levels of City operations.

File Attachments

[Amended budget ordinance.pdf \(24 KB\)](#)
[Summary of changes since Council presentation.pdf \(115 KB\)](#)

Consent

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3. Consent Agenda

Subject :	D. Proclamation for Arbor Day
Meeting :	Apr 15, 2024 - City Council Meeting at 6:30 pm
Type :	Action (Consent)
Recommended Action :	Approve Proclamation declaring April 26, 2024 as Arbor Day in the City of Sterling

Public Content

Arbor Day was first officially proclaimed in 1874 by Nebraskas Governor. Today it is celebrated in all 50 states. Arbor Day is a day for people to come together in recognition of the wonders of trees. Communities, schools, businesses, and individuals alike join together to plant commemorative trees, hand out free trees, provide education on tree planting and care, and celebrate all the benefits trees provide. The City of Sterling has been designated a "Tree City USA" by the Arbor Day Foundation since 2012.

File Attachments

[Arbor Day Proclamation 2024 Final.pdf \(95 KB\)](#)

Consent

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3. Consent Agenda

Subject :	E. Proclamation for National Therapy Animal Day for Brinkley and Tekla Martin
Meeting :	Apr 15, 2024 - City Council Meeting at 6:30 pm
Type :	Presentation

File Attachments

[Therapy Dog Day Proclamation 2024.pdf \(97 KB\)](#)

3. Consent Agenda

Subject :	F. Board of Fire & Police Commission 2023 Annual Report
Meeting :	Apr 15, 2024 - City Council Meeting at 6:30 pm

Type :

Action, Information

Recommended Action :

Accept the Board of Fire & Police Commission 2023 Annual Report

File Attachments

[2023 Annual Report.docx.pdf \(112 KB\)](#)

3. Consent Agenda

Subject :

G. Sterling Kiwanis to hold a Bucket Brigade on May 4, 2024

Meeting :

Apr 15, 2024 - City Council Meeting at 6:30 pm

Type :

Action (Consent)

Recommended Action :

Approve, if accepted, the petition from Sterling Kiwanis to hold a Bucket Brigade on May 4, 2024

Public Content

Attached is the application from Sterling Kiwanis to hold their annual peanut drive on May 4, 2024. Proceeds from this bucket brigade will go towards the many programs they to enhance the lives of children and improve our community.

File Attachments

[Kiwanis bb 2024.pdf \(1.230 KB\)](#)

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. Hope Cancer Wellness Center to hold a Bucket Brigade on May 18, 2024

Meeting :

Apr 15, 2024 - City Council Meeting at 6:30 pm

Type :

Action (Consent)

Recommended Action :

Approve, if accepted, the petition from Hope Wellness Cancer Center to hold a Bucket Brigade on May 18, 2024

Public Content

This bucket brigade will help to support those impacted by cancer in the Sauk Valley through educational and therapeutic services.

File Attachments

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.

8. Business Items

Subject :	A. Ordinance No. 2024-04-08 Adopting Fiscal Year 2024-2025 Budget
Meeting :	Apr 15, 2024 - City Council Meeting at 6:30 pm
Type :	Action
Recommended Action :	Staff recommends the City Council pass Ordinance No. 2024-04-08 Adopting Fiscal Year 2024-2025 Budget

Public Content

As the final step in the Fiscal Year 2024/2025 budgeting process, the Governing Body is required to pass an ordinance that formally adopts the proposed budget. Ordinance No. 2023-04-08 provides the adopting mechanism for the FY 2024-20254 Budget.

As in the past, the ordinance pages attached consist of the first and last page of the budget ordinance. The budget book comprises the body of Section 2 of the budget ordinance.

Staff wishes to thank the City Council for their direction and support in the preparation of the FY 2024/2025 Budget.

File Attachments

[FY25 Annual budget ordinance.pdf \(7,945 KB\)](#)
[2024-25 Budget Adoption.pdf \(188 KB\)](#)

8. Business Items

Subject :	B. Ordinance No. 2024-04-09 Amending Pay Plan for Fiscal Year 2024-2025
Meeting :	Apr 15, 2024 - City Council Meeting at 6:30 pm
Type :	Action
Recommended Action :	Mayor and Staff recommends approval of Ordinance No. 2024-04-09 Amending Pay Plan for Fiscal Year 2024-2025

Public Content

The proposed 2024-25 Pay Plan represents a 5% general increase for all non-unionized personnel, including the City Manager with 1% merit increase. This helps cover the cost of core inflation and the general upswing

in wages in order to remain competitive as an employer and recruitment and retention of a quality and skilled workforce.

File Attachments

[Step & Grade Plan 2024-2025 worksheet.pdf \(103 KB\)](#)
[Job Titles and Pay Grades 2024-25.pdf \(70 KB\)](#)

8. Business Items

Subject :	C. Compensation for Deputy Fire while Acting Fire Chief
Meeting :	Apr 15, 2024 - City Council Meeting at 6:30 pm
Type :	Action
Recommended Action :	Staff Recommends a weekly stipend of \$200 per week for compensation to the Deputy Fire while serving as Acting Fire Chief, retroactive to March 30, 2024

Public Content

Former Fire Chief Dettman retired March 29, 2024. Since his departure, Deputy Chief Northcutt has been handling the duties of Deputy Chief and Acting Chief of the Sterling Fire Department. The City is working with a consultant on the process of selecting an interim and permanent Fire Chief. The City Manager recommends the City Council approve a weekly stipend of \$200 for the additional work as Acting Chief until an interim or permanent selection is made. This reflects the difference in pay grades between the Deputys position and the department head.

8. Business Items

Subject :	D. Ordinance No. 2024-04-10 Amending Chapter 94, Section 34 Regarding Wastewater Service Charges and Section 35 Regarding Billing and Collection of Service Charges
Meeting :	Apr 15, 2024 - City Council Meeting at 6:30 pm
Type :	Action
Recommended Action :	Staff Recommends approval of Ordinance No. 2024-04-10 Amending Chapter 94, Section 34 regarding wastewater service charges and Section 35 regarding billing and collection of service charges.

Public Content

When the City entered into the loan agreement with the IEPA for the sewer separation project, it was agreed that sanitary sewer rates would need to be evaluated on an annual basis and adjusted to meet debt service and operational requirements. During the budgeting process staff outlined a proposal to amend the current sanitary sewer rates to meet the Citys operational, capital repayment requirements, and capital set asides. It was noted that rate charges will be adjusted as follows:

Current Amended

Minimum basic user charge \$12.50 \$13.50

Basic user rate per 100 cu.ft. \$ 4.25 \$ 5.25

Debt service minimum charge \$ 3.00 No Change

Debt service user rate per 100 cu.ft. \$ 0.25 No Change

Minimum charge \$15.50 \$16.50

The changes to the ordinance are effective May 1, 2024.

File Attachments

[Ord No 2024-04-10 waste water changes.pdf \(71 KB\)](#)

8. Business Items

Subject :	E. Ordinance No 2024-04-11 Amending Sterling City Code Section 71-14 to Establish Cost of Refuse Collection
Meeting :	Apr 15, 2024 - City Council Meeting at 6:30 pm
Type :	Action
Recommended Action :	Approve Ordinance No 2024-04-11 Amending Sterling City Code Section 71-14 to Establish Cost of Refuse Collection

Public Content

With the passing of the new fiscal year budget, the solid waste collection charge is established at \$20.00, which is a 55 cent increase over last fiscal year in keeping up with the contractual increases. Ordinance 2024-04-11 formally adopts the new solid waste monthly charge for Sterling at \$20.00. The change is effective May 1, 2024. This is the first increase in solid waste charges since May of 2021.

A copy of Ordinance No. 2024-04-11 is attached for your information.

File Attachments

[Ord No 2024-04-11 Amending Sterling City Code Section 71-14 to Establish Refuse Collection.pdf \(91 KB\)](#)

8. Business Items

Subject :	F. Write-off uncollectible accounts for public billings for fiscal year 2023-2024
Meeting :	Apr 15, 2024 - City Council Meeting at 6:30 pm
Type :	Action
Recommended Action :	Approve for write-off the uncollectible accounts totaling \$29,017.62 for fiscal year 2023-2024

Public Content

Each year old, delinquent sewer, garbage, and public billing accounts are reviewed for collectability. Accounts are written off when all efforts that have been made to collect the money are unsuccessful. The total amount to be written off for the current fiscal year is as follows:

Sewer and garbage charges \$27,995.77

Public billings, misc. 1,021.85

\$29,017.62

Sewer and garbage charges Of the total amount to be written off, \$21,388.03, or 76%, are amounts that have been on IDROP for 7 years and were unable to be collected. A total of \$3,221.54, or 12% are being written off due to the death of the property owner.

Through IDROP, the City has collected \$14,589.96 this fiscal year and \$219,250.19 since the City started using the program in 2014. Public billings, misc. The one account that is being written off is for a property that was donated to the City after the owner passed away. The attached schedules list the individual charges to be written off for this year.

File Attachments

- [Utility write offs FY24.pdf \(161 KB\)](#)
- [Public Billing Write-offs FY24.pdf \(93 KB\)](#)

8. Business Items

Subject :	G. Ordinance 2024-04-12 Amending Chapter 74 Article I to Modify Provisions Relating to Unpaid Refuse Collection Accounts and Filing of Liens
Meeting :	Apr 15, 2024 - City Council Meeting at 6:30 pm
Type :	Action
Recommended Action :	Approval of Ordinance 2024-04-12 Amending Chapter 74 Article I to Modify Provisions Relating to Unpaid Refuse Collection Accounts and Filing of Liens

Public Content

The current ordinance requires refuse collection accounts to be delinquent for 90 days before starting shut-off procedures. This amendment changes it from 90 days to 60 days. Staff has proposed lowering the threshold as some accounts are exceeding the \$100 unpaid amount in under 60 days while some 90 day accounts are not. Landlords have complained that accounts have not been shut-off sooner when they quickly amass overdue bills, so this could help in some instances. The City is limited to 10 shut-off per week and starts with the highest amount owed and works back to the lowest as shut-off limits allow.

File Attachments

- [Ord 2024-04-12 Amending Chapter 74 Article I Related to Unpaid Refuse Collection Accounts and Filing of Liens.pdf \(73 KB\)](#)

8. Business Items

Subject :	H. Ordinance 2024-04-13 Amending Chapter 94 Article II to Modify Provisions Relating to Unpaid Sewer Service Accounts and Filing of Liens
Meeting :	Apr 15, 2024 - City Council Meeting at 6:30 pm
Type :	Action
Recommended Action :	Approval of Ordinance 2024-04-13 Amending Chapter 94 Article II to Modify Provisions Relating to Unpaid Sewer Service Accounts and Filing of Liens

Public Content

The current ordinance requires refuse collection accounts to be delinquent for 90 days before starting shut-off procedures. This amendment changes it from 90 days to 60 days. Staff has proposed lowering the threshold as some accounts are exceeding the \$100 unpaid amount in under 60 days while some 90 day accounts are not. Landlords have complained that accounts have not been shut-off sooner when they quickly amass overdue bills, so this could help in some instances. The City is limited to 10 shut-off per week and starts with the highest amount owed and works back to the lowest as shut-off limits allow.

File Attachments

[Ord 2024-04-13 Amending Chapter 94 Article II Related to Unpaid Sewer Service Accounts and Filing of Liens.pdf \(72 KB\)](#)

8. Business Items

Subject :	I. Obligate \$370,000 in ARPA funds to address the negative economic impacts caused by the public health emergency
Meeting :	Apr 15, 2024 - City Council Meeting at 6:30 pm
Type :	Action
Recommended Action :	The ARPA Committee recommends the City Council approve obligating \$370,000 in ARPA funds for addressing the negative economic impacts caused by the public health emergency

Public Content

The ARPA Committee met on April 9th to evaluate projects for funding. The 5 recommended projects are:

- 1) \$175,000 Wayfinding System/Downtown directional Signage.
- 2) \$150,000 toward Sterling Theater Seating and improvements
- 3) \$10,000 Mural Restoration Phase 2
- 4) \$15,000 Sterling Main Street Flower Basket Program
- 5) \$20,000 Retail Incubator Phase 2

\$697,442 remains in the ARPA account if the \$370,000 is approved.

8. Business Items

Subject :	J. Agreement for Qualified Environmental Professional (QEP) Services for USEPA Brownfield Grant
Meeting :	Apr 15, 2024 - City Council Meeting at 6:30 pm
Type :	Action, Procedural
Recommended Action :	Authorize City Manager to Enter into an Agreement for Qualified Environmental Professional (QEP) Services for the USEPA Brownfield Grant

Public Content

The City of Sterling was awarded a \$500,000 USEPA Brownfield Grant to address the former Lawrence Brothers site. The City was required to seek a Qualified Environmental Professional (QEP) through an RFP /RFQ process. 3 firms took out information. 2 firms attended the mandatory site visit and just one firm submitted a proposal. Fehr-Graham submitted a proposal that meets the criteria and has experience with the City and with the Lawrence Brothers site. Further, Fehr-Graham assisted in the application for the grant and is well-versed in the the grant as well.

The USEPA requires the City to negotiate profit rate as part of the negotiations under 2 CFR 200.324(b)., [Fehr Graham will provide an explanation of the profit margin in our proposal and agreement.](#)

File Attachments

[Lawrence Bros Brownfield Cleanup.pdf \(5.997 KB\)](#)