

Monday, April 16, 2018
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 16, 2018 - City Council Meeting at 6:30 pm
Type : Procedural

1. Meeting Opening

Subject : B. Roll Call
Meeting : Apr 16, 2018 - City Council Meeting at 6:30 pm
Type : Procedural

1. Meeting Opening

Subject : C. Pledge of Allegiance
Meeting : Apr 16, 2018 - City Council Meeting at 6:30 pm
Type : Procedural

2. Communication from Visitors

Subject : A. Public Comment
Meeting : Apr 16, 2018 - 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 16, 2018 - City Council Meeting at 6:30 pm
Type : Action (Consent)
Recommended Action : Approval of Minutes as presented

File Attachments

[cc040218.pdf \(126 KB\)](#)

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 16, 2018 - City Council Meeting at 6:30 pm
Type :	Action (Consent)
Recommended Action :	Approval of Bills and Payroll as presented

Public Content

File Attachments

[apsummary 04-16-18.pdf \(967 KB\)](#)
[Acct Pay 04-16-18.pdf \(360 KB\)](#)
[Balance Sheet 3-31-18.pdf \(335 KB\)](#)
[Budget Performance 3-31-18.pdf \(395 KB\)](#)

Consent

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3. Consent Agenda

Subject :	C. Rock River Hospice & Home to hold a Bucket Brigade on May 5, 2018
Meeting :	Apr 16, 2018 - City Council Meeting at 6:30 pm
Type :	Action (Consent)
Recommended Action :	Approve the petition from Rock River Hospice & Home to hold a bucket brigade on May 5, 2018 to raise funds for their Charity Care Fund

Public Content

Rock River Hospice & Home provides comfortable and dignified hospice care to Whiteside County and surrounding areas. This bucket brigade will benefit their cause.

File Attachments

Consent

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5. Recommended Personnel Action

Subject :	A. Introduction and Swearing in of Police Officer
Meeting :	Apr 16, 2018 - City Council Meeting at 6:30 pm
Type :	Recognition

Public Content

Officer Tabatha Justice is a 2016 graduate of University of Wisconsin Platteville with a Bachelor of Science degree in Criminal Justice. She attended basic training at the Suburban Law Enforcement Academy graduating on April 13, 2018.

Please welcome Officer Tabatha Justice.

8. Business Items

Subject :	A. Ordinance #2018-04-08 Amending the Budget for Fiscal Year beginning May 1, 2017
Meeting :	Apr 16, 2018 - City Council Meeting at 6:30 pm
Type :	Action
Recommended Action :	Staff recommends the Council approve Ordinance No. 2018-04-08 amending the FY 2017-2018 budget to more accurately reflect the budget expenditures for the current budget year.

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. Attached is a copy of Ordinance No. 2018-04-08, which outlines the proposed amendments to the FY 2017-2018 Budget.

File Attachments

[2018-4-8 amended budget.pdf \(18 KB\)](#)

8. Business Items

Subject :	B. Ordinance #2018-04-09 Adopting Fiscal Year 2018 /2019 Budget
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Meeting : Apr 16, 2018 - City Council Meeting at 6:30 pm
Type : Action
Recommended Action : Staff recommends the City Council pass Ordinance No. 2018-04-09 which adopts the proposed FY 2018-2019 budget.

Public Content

As the final step in the Fiscal Year 2018/2019 budgeting process, the Governing Body is required to pass an ordinance which formally adopts the proposed budget. Ordinance No. 2018-04-09 provides the adopting mechanism for the FY 2018-2019 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 2018/2019 Budget.

Attached is a copy of Ordinance No. 2018-04-09.

File Attachments

[2018-4-9 budget.pdf \(4.654 KB\)](#)

8. Business Items

Subject : C. Ordinance #2018-04-10 Amending the Sterling City Code Section 74-14 to establish the cost of refuse collection

Meeting : Apr 16, 2018 - City Council Meeting at 6:30 pm

Type : Action

Recommended Action : Staff recommends the City Council consider Ordinance No. 2018-04-10 and approve if acceptable.

Public Content

With the passing of the new fiscal year budget, the solid waste collection charge is established at \$17.05, which is a 29 cent increase over last fiscal year in keeping up with the contractual increases. Ordinance 2018-04-10 formally adopts the new solid waste monthly charge for Sterling at \$17.05. The change is effective May 1, 2018.

A copy of Ordinance No. 2018-04-10 is attached for your information.

File Attachments

[2018-4-10 garbage increase.pdf \(118 KB\)](#)

8. Business Items

Subject : D. Ordinance #2018-04-11 Amending Chapter 94, Section 34 regarding wastewater service charges and Section 35

regarding billing and collection of service charges

Meeting :

Apr 16, 2018 - City Council Meeting at 6:30 pm

Type :

Action

Recommended Action :

It is the recommendation of the City staff that the City Council consider Ordinance No. 2018-04-11 and pass if acceptable.

Public Content

Section 34: 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 City's 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	\$7.85	\$8.85
Basic user rate per 100 cu.ft.	\$2.75	\$3.10
Debt service minimum charge	\$3.00	No change
Debt service user rate per 100 cu.ft.	\$0.25	No change
Minimum charge	\$10.85	\$11.85

The changes to the ordinance are effective May 1, 2018. A copy of Ordinance No. 2018-04-11 which contains the new changes is attached.

File Attachments

[2018-4-11 sewer increase.pdf \(80 KB\)](#)

8. Business Items

Subject :

E. Write-off uncollectible accounts for public billings for Fiscal Year 2017-2018

Meeting :

Apr 16, 2018 - City Council Meeting at 6:30 pm

Type :

Action

Recommended Action :

Approve for write-off the uncollectible accounts totaling \$22,870.73 for Fiscal Year 2017-18

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 \$ 9,437.13

Public billings, misc. 13,433.60

\$22,870.73

The attached schedules list the individual charges to be written off for this year.

File Attachments

[Sewer Garbage FY18 write-offs.pdf \(220 KB\)](#)

[Public billing FY18 write-offs.pdf \(193 KB\)](#)

8. Business Items

Subject :	F. Ordinance #2018-04-12 Amending Pay Plan for Fiscal Year 2018-2019
Meeting :	Apr 16, 2018 - City Council Meeting at 6:30 pm
Type :	Action
Recommended Action :	Staff recommends approval of the 2018-19 Step & Grade plan as proposed.

Public Content

The 2018-19 Step & Grade plan reflects a 1.75% general increase and has been accounted for in the proposed 2018-19 budget. No titles or pay grade changes have been made.

File Attachments

[JOB TITLES AND PAY GRADES 2018.pdf \(79 KB\)](#)

[Step Grade Plan 2018-19.pdf \(200 KB\)](#)

[2018-4-12 pay plan.pdf \(76 KB\)](#)

8. Business Items

Subject :	G. Waive the bidding procedure to approve Gasvoda to supply, install, collect data, and remove flow meters
Meeting :	Apr 16, 2018 - City Council Meeting at 6:30 pm
Type :	Action
Recommended Action :	Staff recommends Council waive the bidding procedures to approve Gasvoda to supply, install, collect 2 months of data, remove flow meters and provide a report of the findings in the amount of \$37,946

Public Content

The City of Sterling has a significant Inflow & Infiltration (I&I) problem following heavy rains. The amount of water reaching the wastewater treatment plant has seen daily flows increase more than 5 times more than normal after heavy rains. Staff has considered options ranging from televising every line to using flow meters to attempt to narrow down the areas subject to the most I&I. Gasvoda is the only company that provides this scope of service and has large enough flowmeter that our wastewater department has worked with in the past thirty-five years. They have sold and serviced all of our flow meters within the treatment plant. The Wastewater Treatment Supervisor has the most trust in this company.

After including the project in the budgeting process, the time required for the bidding process would push us beyond the normal rainy season. Gasvoda is prepared to begin installing the meters immediately.

File Attachments

[gasvoda.pdf \(78 KB\)](#)

8. Business Items

Subject :	H. Award Bid for Second Avenue & Miller Road Drainage Improvements
Meeting :	Apr 16, 2018 - City Council Meeting at 6:30 pm
Type :	Action (Consent)
Recommended Action :	Staff recommends Council award the bid for the 2nd Avenue and Miller Road Drainage Improvements to Martin & Company Excavating of Oregon, Illinois in the amount of \$909,467.50

Public Content

As part of the Citys Stormwater Management Plan, improvements to the area around Miller Road and 2nd Ave were identified as a high priority. The Citys new local option sales tax for the purpose of storm water improvements has made this project possible. The City engaged Strand Engineering, who developed the Citys Stormwater Management Plan, to design a plan to mitigate flooding in the area and improve drainage. The scope of the project includes new inlets, new storm sewer piping, an enlarged culvert, curb, gutter, sidewalk and a reconstructed 2nd Ave.

Public Works is collecting signatures on temporary easements from the residents of the area so we can regrade yards to meet the new design, remove and replace trees to allow for sidewalks, etc.

Bids for the 2nd Avenue and Miller Road Drainage Improvements project were opened on April 9, 2018. Three bids were received. The low bid of \$909,467.50 was received from Martin & Company Excavating of Oregon, Illinois. The \$909,467.50 bid was under the engineers estimate of \$948,000.

Attached are the bid plans and the bid tabulations.

File Attachments

[storm water 2nd-Miller bids.pdf \(2,109 KB\)](#)

[storm water 2nd-Miller plans.pdf \(5,412 KB\)](#)

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11. Adjourn to Study Session for Discussions

Subject :	A. Ordinance #2018-04-07 Amending Liquor Code
Meeting :	Apr 16, 2018 - City Council Meeting at 6:30 pm
Type :	Discussion

Public Content

The City of Sterling was approached by Sterling Main Street to allow for pop up markets to be held over the course of the summer where people could potentially be allowed to purchase an alcoholic beverage and take it to a pop up market in a park. The hope would be to develop synergy between the businesses and get people outside to market venues. Existing code does not allow for public consumption in parks or on streets or sidewalks.

The proposed ordinance change allows for the Liquor Commissioner to issue a special event permit to an established non-profit, such as Main Street or the Chamber of Commerce, to host such events in the downtown or riverfront areas without being the actual provider of alcohol and allowing existing businesses to sell for these events.

Janna Groharing of Sterling Main Street will be in attendance to provide additional information and answer any questions.

File Attachments

[2018-4-7 Liquor Streets.pdf \(88 KB\)](#)

11. Adjourn to Study Session for Discussions

Subject :	B. Snow Removal Ordinance
Meeting :	Apr 16, 2018 - City Council Meeting at 6:30 pm
Type :	Discussion

Public Content

Public Works has requested to discuss with the Council the issue of snow being pushed back in to the streets by residents and contractors after the Public Works crews have plowed the streets clear. Current ordinance does not forbid the practice of plowing out a driveway into the street and staff is gauging if there is citizen or Council concern beyond that of the Public Works Departments own perception of the issue.

File Attachments

[snow1.jpg \(1.677 KB\)](#)

[snow2.jpg \(1.196 KB\)](#)

[snow3.jpg \(1.117 KB\)](#)

11. Adjourn to Study Session for Discussions

Subject : C. Towing Ordinance
Meeting : Apr 16, 2018 - City Council Meeting at 6:30 pm
Type : Discussion

Public Content

The Citys legal counsel has advised an update to the Citys ordinance for towing vehicles based on a court decision regarding removal of vehicles from private property.

File Attachments

[vehicles ord.pdf \(290 KB\)](#)

[vehicles sample ord.pdf \(1.091 KB\)](#)

11. Adjourn to Study Session for Discussions

Subject : D. Entry Sign Location
Meeting : Apr 16, 2018 - City Council Meeting at 6:30 pm
Type : Discussion

Public Content

A brief discussion on prioritizing and selecting locations for new entry signs.

11. Adjourn to Study Session for Discussions

Subject : E. Solid Waste Disposal Services
Meeting : Apr 16, 2018 - City Council Meeting at 6:30 pm
Type : Discussion

Public Content

The Citys solid waste contract ends in 2018. Input is sought from Council on renewal terms for extending the current agreement or other alternatives.