

Monday, April 18, 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 18, 2016 - City Council Meeting at 6:30 pm
Type : Procedural

1. Meeting Opening

Subject : B. Roll Call
Meeting : Apr 18, 2016 - City Council Meeting at 6:30 pm
Type : Procedural

1. Meeting Opening

Subject : C. Pledge of Allegiance
Meeting : Apr 18, 2016 - City Council Meeting at 6:30 pm
Type : Procedural

2. Communication from Visitors

Subject : A. Public Comment
Meeting : Apr 18, 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 18, 2016 - City Council Meeting at 6:30 pm
Type : Action (Consent)
Recommended Action : Approval of Minutes as presented

File Attachments

[cc040416.pdf \(124 KB\)](#)

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 18, 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 04-18-16.pdf \(207 KB\)](#)
[Balance Sheet 3-31-16.pdf \(293 KB\)](#)
[apsummary04-18-16.pdf \(969 KB\)](#)
[Budget Performance Report 03-31-16.pdf \(365 KB\)](#)

Consent

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3. Consent Agenda

Subject :	C. Close Second Avenue for July 4th Celebration at Amazing Grace Church
Meeting :	Apr 18, 2016 - City Council Meeting at 6:30 pm
Type :	Action (Consent)
Recommended Action :	Approve Street Closure of the 500 Block of Second Avenue for a public Fourth of July celebration from 6:00 am to 6:00 pm at Amazing Grace Church

Public Content

Amazing Grace Church is hosting a public Fourth of July celebration from noon to 4:00 pm. This event honors those people that serve and protect our community and nation. Free food and drinks are offered to any service person that shows up in uniform or a service person who is not working and provides ID.

A letter from the church is attached.

File Attachments

[amazing_grace_church.pdf \(70 KB\)](#)

Consent

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3. Consent Agenda

Subject :	D. Petition from Timothy Hibbard, owner of 224 E 3rd and 307 3rd Avenue, to vacate 25 of the westerly ROW of 3rd Avenue from E 3rd Street to Brink Circle and an additional 5 from the façade of 311 3rd Avenue to the back of the existing curb on Brinks Circle
Meeting :	Apr 18, 2016 - City Council Meeting at 6:30 pm
Type :	Action (Consent)
Recommended Action :	It is the recommendation of City Staff that the City Council refers this petition to the Plan Commission on May 19, 2016.

Public Content

The owner of the property is wanting to redevelop these properties and utilize the 25 as a combination of green space and possible outdoor seating areas for future development.

File Attachments

[hibbardplat.pdf \(4.365 KB\)](#)
[hibbardpetition.pdf \(594 KB\)](#)

Consent

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3. Consent Agenda

Subject :	E. Petition from Gregory & Barbara Majeski, owners of 1702 & 1704 E 3rd Street, to vacate 11 of the easterly ROW of 17th Avenue from E 3rd Street to E 4th Street
Meeting :	Apr 18, 2016 - City Council Meeting at 6:30 pm
Type :	Action (Consent)
Recommended Action :	It is the recommendation of City Staff that the City

Council refers this petition to the Plan Commission on May 19, 2016.

Public Content

The owners of the property are wanting to increase the usefulness of the recently rezoned commercial property. Both properties have a single family home currently and are being demolished in the very near future.

File Attachments

[majeskipetition.pdf \(609 KB\)](#)

[majeskiplat.pdf \(1.109 KB\)](#)

Consent

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3. Consent Agenda

Subject :	F. Cystic Fibrosis Foundation to hold a Bucket Brigade on April 30, 2016
Meeting :	Apr 18, 2016 - City Council Meeting at 6:30 pm
Type :	Action (Consent)
Recommended Action :	Approve the petition from the Cystic Fibrosis Foundation to hold a Bucket Brigade on April 30, 2016

Public Content

All proceeds from this bucket brigade will be directed and donated to the Cystic Fibrosis Foundation in support of the Cystic Fibrosis Foundation mission: *to cure cystic fibrosis and to provide all people with the disease the opportunity to lead full productive lives by funding research and drug development, promoting individualized treatment, and ensuring access to high quality, specialized care.*

File Attachments

[CFF bucket brigade.pdf \(749 KB\)](#)

Consent

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6. Presentations and Awards

Subject :	A. Proclamation for Motorcycle Awareness Month
Meeting :	Apr 18, 2016 - City Council Meeting at 6:30 pm
Type :	Action
Recommended Action :	Proclaim May 2016 as Motorcycle Awareness Month

Public Content

May has been proclaimed as Motorcycle Awareness Month for 30 years. A.B.A.T.E. (A Brotherhood Aimed Toward Education) of Illinois, Inc. is again striving to provide a safe, unrestricted motorcycling environment in the State of Illinois, community by community.

File Attachments

[Proc-Motorcycle.pdf \(87 KB\)](#)

6. Presentations and Awards

Subject :	B. Proclamation for Week of the Young Child
Meeting :	Apr 18, 2016 - City Council Meeting at 6:30 pm
Type :	Action
Recommended Action :	Proclaim April 11 - 15, 2016 as the The Week of the Young Child

Public Content

The week of April 11-15, 2016 is The Week of the Young Child. Open Sesame Children's Learning Centers has requested Mayor Lee to officially proclaim April 11-15, 2016 as The Week of the Young Child.

This year's theme is "Early Years are Learning Years". Open Sesame plans to celebrate the week by involving the community in various activities planned for the children.

File Attachments

[proclamation - young child week.pdf \(32 KB\)](#)

7. Unfinished Business

Subject :	A. Council Updates on Strategic Plan Key Initiatives
Meeting :	Apr 18, 2016 - City Council Meeting at 6:30 pm
Type :	

8. Business Items

Subject :	A. Ordinance No. 2016-04-03 An Ordinance amending the budget for Fiscal Year beginning May 1, 2015
Meeting :	Apr 18, 2016 - City Council Meeting at 6:30 pm
Type :	Action
Recommended Action :	Approve Ordinance No. 2016-04-03 amending the FY 2015-2016 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. 2016-04-03, which outlines the proposed amendments to the FY 2015-2016 Budget.

File Attachments

[2016-4-3 Amended Budget FY 15-16.pdf \(29 KB\)](#)

8. Business Items

Subject :	B. Ordinance No. 201-04-04 Adopting Fiscal Year 2016/2017 Budget
Meeting :	Apr 18, 2016 - City Council Meeting at 6:30 pm
Type :	Action
Recommended Action :	Pass Ordinance No. 2016-04-04 which adopts the proposed FY 2016-2017 budget of \$32,742,180

Public Content

As the final step in the Fiscal Year 2016/2017 budgeting process, the Governing Body is required to pass an ordinance which formally adopts the proposed budget. Ordinance No. 2016-04-04 provides the adopting mechanism for the FY 2016-2017 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 2016/2017 Budget.

Attached is a copy of Ordinance No. 2016-04-04.

File Attachments

[2016-4-4 budget FY 16-17.pdf \(3.635 KB\)](#)

8. Business Items

Subject :	C. Ordinance No. 2016-04-05 An ordinance amending the Sterling City Code Section 74-14 to establish the cost
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of refuse collection

Meeting : Apr 18, 2016 - City Council Meeting at 6:30 pm

Type : Action

Recommended Action : Consider Ordinance No. 2016-04-05 and approve if acceptable

Public Content

In accordance with the approved Fiscal Year 16-17 budget, the solid waste fund requires a 46 cent increase to offset the annual contractual increase with the private hauler. Ordinance 2016-04-05 formally adopts the new solid waste monthly charge for Sterling in the amount of \$16.06, effective May 1, 2016. The charge covers refuse, recycling and yard waste collections.

A copy of Ordinance No. 2016-04-05 is attached for your information.

File Attachments

[2016-4-5 Garbage Rate Increase.pdf \(118 KB\)](#)

8. Business Items

Subject : D. Ordinance No. 2016-04-06 Amending Chapter 94, Section 34 regarding wastewater service charges and Section 35 regarding billing and collection of service charges

Meeting : Apr 18, 2016 - City Council Meeting at 6:30 pm

Type : Action

Recommended Action : Consider Ordinance No. 2016-04-06 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 \$5.35 \$5.85

Basic user rate per 100 cu.ft. \$1.91 \$2.10

Debt service minimum charge \$3.00 No change

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

Minimum charge \$8.35 \$8.85

The changes to the ordinance are effective May 1, 2016. A copy of Ordinance No 2016-04-06 which contains the new changes is attached.

File Attachments

[2016-4-6 Sewer Rate Increase.pdf \(80 KB\)](#)

8. Business Items

Subject :	E. Write-off uncollectible accounts for public billings for fiscal year 2015-16
Meeting :	Apr 18, 2016 - City Council Meeting at 6:30 pm
Type :	Action
Recommended Action :	Approve for write-off the uncollectible accounts totaling \$19,162.88 for fiscal year 2015-2016

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 \$ 4,159.98

Public billings, misc. 15,002.90

\$19,162.88

The accounts will remain in collections even though they are written off of our books. The attached schedules list the individual charges to be written off for this year.

File Attachments

[2016 Public Billing write-off list.pdf \(192 KB\)](#)

[2016 Sewer Garbage write-off list.pdf \(196 KB\)](#)

8. Business Items

Subject :	F. Ordinance #2016-04-07 Adopting Pay Plan for FY 16-17
Meeting :	Apr 18, 2016 - City Council Meeting at 6:30 pm
Type :	Action
Recommended Action :	Approval of the FY 16-17 Pay Plan

Public Content

Each year the Council reevaluates the City's Pay Plan. The Proposed FY 16-17 Pay Plan incorporates recommendations from the GovHR wage and compensation study that was performed in 2015. All positions were reclassified from the previous plan that had 37 pay grades to a plan with 16. The number of steps was also decreased from 21 to 20.

File Attachments

[job title & pay grades 2016.pdf \(81 KB\)](#)
[2016-4-7 pay plan.pdf \(77 KB\)](#)
[step & grade 16-17.pdf \(154 KB\)](#)

8. Business Items

Subject :	G. Revisions to the Personnel Manual
Meeting :	Apr 18, 2016 - City Council Meeting at 6:30 pm
Type :	Action
Recommended Action :	Approve revised City of Sterling Personnel Manual.

Public Content

Staff was concerned the current personnel manual had become dated. Beginning in 2010, members of the staff gathered to review the manual and propose revisions. The City contracted with AAIM Employers Association for review of the manual. Staff has presented various drafts since 2011. The revisions provide clarification to issues that have arisen over the years and also updates the manual to align with laws that have changed since 2011.

File Attachments

[Personnel Manual April 18 2016.pdf \(341 KB\)](#)

8. Business Items

Subject :	H. Motion to Place on File with City Clerk the Redevelopment Plan for the East Central Business District and an Amendment to the West Central Business District.
Meeting :	Apr 18, 2016 - City Council Meeting at 6:30 pm
Type :	Action
Recommended Action :	Placing the East CBD Redevelopment Plan and West CBD Major Amendment on file with the City Clerk.

Public Content

This is the next step toward the creation of a TIF for the eastern portion of the downtown, including the Lawrence Lofts project.

File Attachments

[Sterling East CBD Redevelopment Plan - 4 11 2016 final_v2.pdf \(1,874 KB\)](#)
[West CBD Major Amendment 04-08-2016 final.pdf \(15,318 KB\)](#)

11. Adjourn

Subject :	A. Adjourn to Study Session: Disaster Preparedness Plan
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Meeting :

Apr 18, 2016 - City Council Meeting at 6:30 pm

Type :

Presentation

Public Content

Fire Chief Gary Cook will give a presentation on the City's Disaster Preparedness Plan.