

Monday, April 19, 2021
City Council Meeting at 6:30 pm

CITY COUNCIL MEETING AGENDA

Pursuant to Governor Pritzkers Executive Order No. 2020-07 (COVID-19 Executive Order No. 5), Governor Pritzker has suspended certain rules of the Open Meetings Act specifically the Executive Order permits remote public meetings. In light of the current COVID-19 public health emergency, the City Council has chosen to conduct the board meeting remotely.

Please click the link below to join the webinar:

You are invited to a Zoom webinar.

When: Apr 19, 2021 06:30 PM Central Time (US and Canada)

Topic: City of Sterling Council Meeting

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/89457217483>

Or One tap mobile :

US: +13126266799,,89457217483# or +19292056099,,89457217483#

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

US: +1 312 626 6799 or +1 929 205 6099 or +1 301 715 8592 or +1 669 900 6833 or +1 253 215 8782 or +1 346 248 7799

Webinar ID: 894 5721 7483

International numbers available: <https://us02web.zoom.us/j/89457217483>

1. Meeting Opening

Subject :	A. Call to Order
Meeting :	Apr 19, 2021 - City Council Meeting at 6:30 pm
Type :	Procedural

1. Meeting Opening

Subject :	B. Roll Call
Meeting :	Apr 19, 2021 - City Council Meeting at 6:30 pm
Type :	Procedural

1. Meeting Opening

Subject :	C. Pledge of Allegiance
Meeting :	Apr 19, 2021 - City Council Meeting at 6:30 pm
Type :	Procedural

2. Communication from Visitors

Subject :	A. Public Comment
Meeting :	Apr 19, 2021 - 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 19, 2021 - City Council Meeting at 6:30 pm
Type : Action (Consent)
Recommended Action : Approval of Minutes as presented

File Attachments

[cc04052021.pdf \(113 KB\)](#)

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 19, 2021 - City Council Meeting at 6:30 pm
Type : Action (Consent)
Recommended Action : Approval of Bills and Payroll as presented

Public Content

File Attachments

[3-31-21 Balance Sheets.pdf \(338 KB\)](#)
[3-31-21 Budget Performance Report.pdf \(405 KB\)](#)
[admin_20210415_105112.pdf \(616 KB\)](#)
[Accounts Payable by G_L Distribution Report 04_15_2021 11_03_06 AM_Mary McCormick_3D407N7T.pdf \(356 KB\)](#)

Consent

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3. Consent Agenda

Subject : C. Arbor Day Proclamation

Meeting : Apr 19, 2021 - City Council Meeting at 6:30 pm

Type : Action (Consent)

File Attachments

[Arbor Day Proclamation 2021 PDF.pdf \(376 KB\)](#)

Consent

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3. Consent Agenda

Subject : D. Ordinance No. 2021-04-07 amending the budget for Fiscal Year beginning May 1, 2020

Meeting : Apr 19, 2021 - City Council Meeting at 6:30 pm

Type : Action (Consent)

Recommended Action : Staff recommends approval of Ordinance No. 2021-04-07 amending the FY 2020-2021 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. 2021-04-07, which outlines the proposed amendments to the FY 2020-2021 Budget.

File Attachments

[Amended budget ordinance.pdf \(20 KB\)](#)

Consent

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6. Presentations and Awards

Subject : A. Tree City Recognition

Meeting : Apr 19, 2021 - City Council Meeting at 6:30 pm

Type : Information

Public Content

To qualify as a Tree City USA community, you must meet four standards established by the Arbor Day Foundation and the National Association of State Foresters. These standards were established to ensure that every qualifying community would have a viable tree management program and that no community would be excluded because of size.

The Four Standards are;

1. Tree Board
2. Tree Care Ordinance
3. A Community Forestry Program With an Annual Budget of at Least \$2 Per Capita
4. An Arbor Day Observance and Proclamation

File Attachments

[IMG_2806.jpg \(601 KB\)](#)

8. Business Items

Subject :	A. Ordinance No. 2021-04-10 Adopting Fiscal Year 2021-2022 Budget
Meeting :	Apr 19, 2021 - City Council Meeting at 6:30 pm
Type :	Action
Recommended Action :	Staff recommends approval of Ordinance No. 2021-04-10 Adopting Fiscal Year 2021-2022 Budget

Public Content

As the final step in the Fiscal Year 2021/2022 budgeting process, the Governing Body is required to pass an ordinance that formally adopts the proposed budget. Ordinance No. 2021-04-10 provides the adopting mechanism for the FY 2021-2022 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 2021/2022 Budget.

Attached is a copy of Ordinance No. 2021-04-10.

File Attachments

[Annual budget ordinance.pdf \(9.073 KB\)](#)

8. Business Items

Subject :	B. The 2021-22 Pay Plan to include a 2.5% general increase for all non-unionized personnel and City Manager.
Meeting :	Apr 19, 2021 - City Council Meeting at 6:30 pm
Type :	Action

Recommended Action :

Adopt the 2021-22 Pay Plan to include a 2.5% general increase for all non-unionized personnel and City Manager.

Public Content

The 2021-22 Step & Grade plan for non-union personnel reflects a 2.50% general increase and has been accounted for in the 2021-22 budget. This increase will be effective May 5, 2021. The increase reflects a trend in increases in other municipalities.

File Attachments

[Step & Grade Plan 2021-2022 worksheet.pdf \(111 KB\)](#)

[JOB TITLES AND PAY GRADES 2021.pdf \(69 KB\)](#)

8. Business Items

Subject :	C. Ordinance No. 2021-04-08 Amending the Sterling City Code Section 74-14 to establish the cost of refuse collection
Meeting :	Apr 19, 2021 - City Council Meeting at 6:30 pm
Type :	Action
Recommended Action :	Staff recommends approval of Ordinance No. 2021-04-08 amending the Sterling City Code Section 74-14 to establish the cost of refuse collection.

Public Content

With the passing of the new fiscal year budget, the solid waste collection charge is established at \$19.45, which is a 70 cent increase over the last fiscal year in keeping up with the contractual increases. Ordinance 2021-04-08 formally adopts the new solid waste monthly charge for Sterling at \$19.45. The change is effective May 1, 2021.

A copy of Ordinance No. 2021-04-08 is attached for your information.

File Attachments

[ORDINANCE NO 2021-04-08.pdf \(263 KB\)](#)

8. Business Items

Subject :	D. Ordinance No. 2021-04-09 Amending Chapter 94, Section 34 regarding wastewater service charges and Section 35 regarding billing and collection of service charges
Meeting :	Apr 19, 2021 - City Council Meeting at 6:30 pm
Type :	Action
Recommended Action :	Staff Recommends approval of Ordinance No. 2021-04-09 Amending Chapter 94, Section 34 regarding wastewater service charges and Section 35 regarding billing and collection of service charges.

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 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 \$11.00 \$11.50

Basic user rate per 100 cu. ft. \$3.75 \$3.85

Debt service minimum charge \$3.00 No change

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

Minimum charge \$14.00 \$14.50

File Attachments

[Ordinance No 2021-04-09.pdf \(78 KB\)](#)

8. Business Items

Subject :	E. Write-off uncollectible accounts for public billings for fiscal year 2020-21
Meeting :	Apr 19, 2021 - City Council Meeting at 6:30 pm
Type :	Action
Recommended Action :	Approve the write-off uncollectible accounts for public billings for fiscal year 2020-21

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 \$33,432.50

Public billings, misc. 8,214.98

\$41,647.50

Sewer and garbage charges Of the total amount to be written off, \$26,050.34, or 78%, are amounts that have been closed by IDROP. IDROP keeps accounts for 7 years then the accounts are closed and they no longer try to collect the money. We started on IDROP in 2013, so we can expect larger amounts to be written off going forward. However, through IDROP, the City has collected \$36,213.50 this fiscal year and \$172,914.70 since beginning the program. Most of the accounts that have been dropped from IDROP have been sent to RRCA to continue to attempt collecting the balances.

Public billings, misc. Most of the amounts written off in this category are for lawn mowing. Of the total amount to be written off, \$4,363.12, or 53% are for properties that were purchased by the City. The remaining amount was for properties that were sold but the liens were expired (only good for 2 years), properties in which no lien was filed, or small property damage claims.

File Attachments

[Sewer Garbage FY21 write-off list.pdf \(221 KB\)](#)

[Public Billing FY21.pdf \(196 KB\)](#)

8. Business Items

Subject :	F. Resolution No. 2021-04-12 to Refer Consideration to Annex Certain Territory Contiguous to the City of Sterling (Steelton Subdivision - Group 16) to the Plan Commission
Meeting :	Apr 19, 2021 - City Council Meeting at 6:30 pm
Type :	Action (Consent)
Recommended Action :	Staff recommends approval of Resolution No. Resolution No. 2021-04-12 to Refer Consideration to Annex Certain Territory Contiguous to the City of Sterling (Steelton Subdivision - Group 16) to the Plan Commission

File Attachments

[Group 16 Property Map.pdf \(239 KB\)](#)

[Resolution Referring Group 16 Annexation to Plan Commission \(1009 Ash Ave\).pdf \(254 KB\)](#)

Consent

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8. Business Items

Subject :	G. Acceptance of the bid for tear-off and re-roofing a residential structure at 405 16th Avenue.
Meeting :	Apr 19, 2021 - City Council Meeting at 6:30 pm
Type :	Action
Recommended Action :	It is the recommendation of the Staff that the City Council award the contract to re-roof the residential structure at 405 16th Avenue to Premier Roofing Design, DBA Top Roofing, Wheaton, Illinois, in the amount of \$20,200.00.

Public Content

The City of Sterling acquired the subject property at 405 16th Avenue by means of Judicial Deed, effective June 1, 2020. The property has been abandoned since 2010. Bids were advertised for re-roofing the building, including a complete tear-off and repairs to the roof deck on April 2, 2021. One (1) bid was received and opened on Tuesday, April 13, 2021.

The single bid received was from Premier Roofing Design, DBA Top Roofing, located in Wheaton, Illinois, in the amount of \$20,200.00. The bid was found to be in accordance with the Bid Specifications.

The detached garage on the property has been demolished.

Funding for this work is provided with funds from the Strong Communities Program (SCP).

File Attachments

[Minutes of bid opening to re-roof the residential structure at 405 16th Ave.pdf \(22 KB\)](#)
[image002.jpg \(337 KB\)](#)

8. Business Items

Subject :	H. Ordinance No. 2021-04-11 Terminating the Designation of the West Central Business District Redevelopment Project Area and Providing for the Dissolution of the Special Tax Allocation Fund
Meeting :	Apr 19, 2021 - City Council Meeting at 6:30 pm
Type :	Action
Recommended Action :	Staff recommends approval of Ordinance No. 2021-04-11 Terminating the Designation of the West Central Business District Redevelopment Project Area and Providing for the Dissolution of the Special Tax Allocation Fund.

Public Content

The City's original Central Business District TIF, revised to become the Central Business District West TIF, has reached its legal endpoint. By Statute, TIFs cannot exceed 35 years. The TIF was formed in April 1984 to address the significant blight and deterioration in the downtown, particularly west of Locust Street. Much of the TIF area became what is today known as Library Plaza. In 1984, the Equalized Assessed Value (EAV) of the TIF area was \$1,735,929. Over the 35 years of the TIF, the value of the district nearly doubled (95.7% increase) to \$3,396,923.

The TIF Fund has no surplus. If a surplus existed, it would need to be distributed to the other taxing bodies. Beginning with the 2020 taxes payable in 2021, the other taxing bodies will be receiving additional property taxes based on the increased value of the district. Through the years, the TIF, while sometimes polarizing, enabled the City to remove dangerous and dilapidated structures, as well as numerous leaking underground tanks, and forge a relationship with Sterling Today, Inc to spur redevelopment in the area. Among the achievements was bringing in a full-service grocery store, the original MAC clinic that now serves as the VA Clinic, the Clock Corner multi-tenant building at 5th and Locust, the multi-tenant building between 3rd and 4th at Locust, the Napa store, Sauk Valley Bank, and a fast food restaurant, as well as providing for streetscaping and landscaping in the downtown area. The final achievement was the construction of the new public marketplace with the reconstruction of W. 2nd Street. This project was also brought to fruition with the assistance of Sterling Today, Inc.

The best and lasting outcome of the TIF has been the formation of Sterling Today, Inc with their dedication to improving the downtown area. Though the TIF has expired, Sterling Today continues its mission to assist in the improvement of the downtown. They've assisted in façade grants to private business owners downtown and continue to do so in conjunction with Sterling Main Street. They are actively renovating the Mercantile building on W. 3rd Street and recruiting tenants. y assisted with the

acquisition of the Bogott lot south of the Coliseum and finalized its cleanup and are now marketing it for sale. Theyve facilitated property sales, developed creative leasing arrangements and recruited tenants in the downtown. The City is both very thankful and extremely fortunate to have this unique organization filling a significant role for the community.

The Original Sterling Today, Inc Board

- Andrew Cullum
- Dave Lowe
- Dave Murray
- Ms. Pat Benson
- John Dillon
- Jim Glafka
- Reid Nolte
- Don Vogel
- Ex-officio members included Pete Dillon, Dick Prescott and Bob Stewart

The Current Sterling Today, Inc Board:

- Dan Hawkins
- Mary Benson
- John Brady
- Shelley Gottel
- Anne Kenney
- Elizabeth Klahn
- Jessica Macklin
- Bryce Mead
- Heather Sotelo
- Kevin Wahl

File Attachments

[Ordinance 2021-04-11 Terminating West CBD TIF District.pdf \(82 KB\)](#)

[STI History.pdf \(481 KB\)](#)

[CBD-W TIF Before Photos.pdf \(536 KB\)](#)

8. Business Items

Subject :	I. Ordinance No. 2021-04-12 Authorizing the purchase of Real Property PIN 11-22-402-006
Meeting :	Apr 19, 2021 - City Council Meeting at 6:30 pm
Type :	Action
Recommended Action :	Staff recommends approval of Ordinance No. 2021-04-12 Authorizing the purchase of Real Property PIN 11-22-402-006

Public Content

302 13th Avenue is now an empty lot at the Northeast corner of 13th Ave and E. 3rd Street. The property was seized around 2009 by the US Department of Justice following a drug arrest. Records show that in 2014, the tax bill reverted back to the original owner. In 2018, the Whiteside County Trustee took ownership due to unpaid taxes.

Over the course of time, the City of Sterling has spent several hundred dollars mowing the property. The City approached the County about the costs of mowing the property as it was held under the County Trustee.

In response, the City received a briefing that noted:

Under the county trustee program, pursuant to 35 ILCS 200/21-90, the county holds title only as trustee for the taxing district beneficiaries. The county trustee takes such title for the sole purpose of benefiting all of taxing districts related to each particular parcel. By taking the parcel through the tax deed process, the county trustee eliminates the interests held by judgment lienholders, mortgagees, and owners, etc., with the ultimate goal of getting the property back on the tax rolls. Generally, these parcels are sold for significantly less than the taxes owed.

In its capacity as trustee, the county does not have the obligation to perform demolitions or property remediation. Attempts to impose such obligations have always failed, as the law is clear. The county trustee does not have the right to concede liability, as the county would be stipulating to the liability of all of the taxing districts the school, the library, the fire district, etc. and this would be a violation of its fiduciary duty to those districts.

Because the County is not maintaining, nor actively attempting to get the property on the tax rolls and the property is costing the City fees associated with mowing, staff felt it was in the City's interest to take possession of the property so the City could attempt to do something with the property. The City could attempt to sell the lot to the adjoining property, offer it for sale to the public, use it for a future WACC house, or redevelop it under a future housing grant.

The proposed contract from the County for the City to purchase this property from the County as a Trustee is for the minimum bid plus a recording fee to cover the cost involved. The City of Sterling has purchased three properties through the trustee program in the past. Acquisition requires Council approval by Ordinance.

File Attachments

[0421901.pdf \(147 KB\)](#)

[Ordinance No 2021-04-12 Authorizing the Purchase of Real Property 11-22-402-006.pdf \(82 KB\)](#)