

Monday, December 18, 2023
City Council Meeting at 6:30 pm

CITY COUNCIL MEETING AGENDA
Council Chambers - First Floor
212 Third Avenue
Link to join Webinar
<https://us02web.zoom.us/j/82504678374>

1. Meeting Opening

Subject : A. Call to Order
Meeting : Dec 18, 2023 - City Council Meeting at 6:30 pm
Type : Procedural

1. Meeting Opening

Subject : B. Roll Call
Meeting : Dec 18, 2023 - City Council Meeting at 6:30 pm
Type : Procedural

1. Meeting Opening

Subject : C. Pledge of Allegiance
Meeting : Dec 18, 2023 - City Council Meeting at 6:30 pm
Type : Procedural

2. Communication from Visitors

Subject : A. Public Comment
Meeting : Dec 18, 2023 - 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 : Dec 18, 2023 - City Council Meeting at 6:30 pm
Type : Action (Consent)
Recommended Action : Approval of Minutes as presented

File Attachments

[cc12042023.pdf \(121 KB\)](#)

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 :	Dec 18, 2023 - City Council Meeting at 6:30 pm
Type :	Action (Consent)
Recommended Action :	Approval of Bills and Payroll as presented

Public Content

File Attachments

[admin_20231214_093456.pdf \(597 KB\)](#)
[Accounts Payable by G_L Distribution Report 12_14_2023 8_43_50 AM_Mary McCormick_3D40ADH2.pdf \(347 KB\)](#)
[11-30-23 Budget Performance Report.pdf \(405 KB\)](#)
[11-30-23 Balance Sheets.pdf \(326 KB\)](#)

Consent

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3. Consent Agenda

Subject :	C. Personnel Manual Revision
Meeting :	Dec 18, 2023 - City Council Meeting at 6:30 pm
Type :	Action
Recommended Action :	Staff Recommends the revision of the personnel manual to recognize the Paid Leave Act that takes effect in January 2024.

Public Content

The legislation provides that paid leave shall accrue at the rate of one hour for every 40 hours worked. Employees will be paid their full wages while on leave. The City does currently provide paid time off for employees however it did need to adjust the time that it can be taken.

3. Consent Agenda

Subject :	D. Pay Request #5 for Wallace Street to Gensini Excavation Inc. in the amount of \$804,688.20
Meeting :	Dec 18, 2023 - City Council Meeting at 6:30 pm
Type :	Action (Consent)
Recommended Action :	Staff Recommends Approval of Pay Request #5 for Wallace Street to Gensini Excavation Inc. in the amount of \$804,688.20

Public Content

June 20, 2022 Sterling City Council awarded the bid tofor Wallace Street Reconstruction Phase II to Gensini of Princeton, Illinois in the amount of \$3,051,451.70. This pay request is for work completed between the dates of September 1, 2023 and December 11, 2023. The road work is substantially complete. Brick and restoration work remains to be completed. Street lights and striping also need to be completed. Temporary striping will be used for the winter and permanent striping will be placed in 2024.

File Attachments

[Council Agenda Item - Pay Request - Gensini #5 Wallace Street.pdf \(414 KB\)](#)

Consent

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3. Consent Agenda

Subject :	E. Pay Request #2 (Final) for Resurfacing Various Streets To Martin and Company Excavating in the amount of \$416,241.46
Meeting :	Dec 18, 2023 - City Council Meeting at 6:30 pm
Type :	Action (Consent)
Recommended Action :	Approve Pay Request #2 (Final) for Resurfacing Various Streets To Martin and Company Excavating in the amount of \$416,241.46

Public Content

At the June 19, 2023 Council Meeting, the City Council approved the bid for the 2023 Street Reconstruction Program to Martin & Company in the amount of \$518,574.57. Pay request #2 (final) is in the amount of \$416,241.46.

Roads include:

- East 6th - Between 7th Avenue and 8th Avenue
- East 22nd Place
- Broadway Avenue dead end
- East 9th Street off of 8th Avenue and East 6th Street - "Hore-shoe alley"
- Avenue F - West LeFevre to West 18th Street
- Avenue G - West LeFevre to West 18th Street
- Alley between East 6th Street and East 5th street / south of 1st Avenue and North of Locust
- Woodlawn Road between East Lincolnway and the City limits
- River Road between East Lincolnway and the City Limits
- 7th Avenue from East 14th Street to East 16th Street
- 5th Avenue - the 500 block
- Alley from East 5th to East 6th Street between 2nd and 3rd Avenue
- Avenue E between West 13th Street and West 14th Street
- Avenue I between West LeFevre and West 15th Street
- West 15th Street from Avenue I to Avenue J

File Attachments

[Council Agenda Item - Pay Request - Martin #2 and Final - Milling & Resurfacing Various Streets.pdf \(825 KB\)](#)

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. Introduction of new Police Officers Sierra Schmidt and Maria Garcia
Meeting :	Dec 18, 2023 - City Council Meeting at 6:30 pm
Type :	Procedural

Public Content

Administer oath of office to both officers

8. Business Items

Subject :	A. Tax Levy Ordinance No. 2023-12-29 in the amount of \$5,848,543
Meeting :	Dec 18, 2023 - City Council Meeting at 6:30 pm
Type :	Action

Recommended Action :

Approve Tax Levy Ordinance No. 2023-12-29 in the amount of \$5,848,543

Public Content

Staff is recommending the City Council approve a tax levy extension in the amount of \$5,848,543, which matches the Tax Levy Estimate presented in November. This is an increase of \$205,915 or 3.65% in projected collections. The tax rate is unchanged for next year. Growth in tax collections is based on the increased assessed valuations within the City.

Staff gives consideration to several factors when recommending a tax levy, including: property tax rates to businesses and citizens, adequate funding of operations, increasing funding ratios to the pension funds to increase their stability and meet the actuarial requirements.

File Attachments

[2023 Tax Levy Extension.pdf \(194 KB\)](#)

[2023 Tax Levy Ordinance.pdf \(81 KB\)](#)

8. Business Items

Subject :	B. Redevelopment Agreement with Sterling Investments, LLC for Business Development District Incentives Related to 2900 East Lincolnway
Meeting :	Dec 18, 2023 - City Council Meeting at 6:30 pm
Type :	Action
Recommended Action :	Staff Recommends Approval of the Redevelopment Agreement with Sterling Investments, LLC for Business Development District Incentives Related to 2900 East Lincolnway

Public Content

On September 5, 2023 the Council passed Ordinance 2023-09-19 approving the Business Development District (BDD) located at Northland Mall 2900 East Lincolnway. The BDD creates an additional sales tax, up to 1%, only within the BDD area, that may be used to reimburse the developer for redevelopment costs or other public improvements within the District. The BDD does not impose a new sales tax on any property outside the BDD area.

Attached is the agreement for the BDD between the City of Sterling and the owner of Northland Mall, Sterling Investments LLC. The Agreement allows reimbursement of eligible development and public improvement costs to the developer from all proceeds of the BDD, short of \$2,000 per year for the administration of the BDD.

File Attachments

[BDD Agreement.pdf \(241 KB\)](#)

8. Business Items

Subject :	C. Resolution R2023-12-35 Committing MFT funds for the East 2nd Street Reconstruction project
Meeting :	Dec 18, 2023 - City Council Meeting at 6:30 pm

Type :	Action
Recommended Action :	City Staff recommends approval of Resolution R2023-12-35 Committing MFT funds for the East 2nd Street Reconstruction project

Public Content

In anticipation of a letting for the reconstruction of E. 2nd Street in April of 2024, the City needs to approve a resolution committing Motor Fuel Tax funds to the project in order to draw from our portion of accumulated MFT funds. Resolution R2023-12-35 commits up to \$2,200,000 in MFT funds toward the project. The balance of funds for the project will come from an ITEP grant and federal surface transportation funds allocated to the City. This will enable the City to use more local funds toward the reconstruction of W. Lefevre.

File Attachments

[1254Z17_Resolution-for-Improvement_blr-09110_TO-CITY.pdf \(137 KB\)](#)

8. Business Items

Subject :	D. Memorandum of Understanding with Teamsters Local 722
Meeting :	Dec 18, 2023 - City Council Meeting at 6:30 pm
Type :	Action
Recommended Action :	City staff recommends authorizing the City Manager to enter into a Memorandum of Understanding with Teamsters Local 722

Public Content

The City entered into a contract with Teamsters Local 722 to establish rates of pay and other working conditions for members of the Public Works Department. As it was the first contract, conversions were made from the City adopted step and grade scale to the contractually agreed to scale. Because the new scale altered the time in service table and the conversion of the crew leader positions from a separate grade to a scale wage plus \$2/hour, one of the crew leaders is earning \$30.1137 per hour the other crew leader is earning \$26.6099 per hour. The lower paid crew leader is currently earning \$2 less per hour than one of the other employees under his supervision due to the conversion from the City's Step & Grade plan.

The City Attorney drafted a Memorandum of Understanding for consideration to address the Local 722's desire to bring better pay equity to the the 2 crew leader positions. The MOU changes the lower earning crew leader's wage from \$26.6099 to \$30.07 /hour, which is a rough estimation of where he might be today but for the changes made upon adoption of the union contract.

File Attachments

[Schaver Crew Leader Wage MOU.pdf \(34 KB\)](#)

8. Business Items

Subject :	E. Personnel Manual Updates
Meeting :	Dec 18, 2023 - City Council Meeting at 6:30 pm

Type :

Action

Recommended Action :

Staff Recommends Approval of the Recommended Updates to the City's Personnel Manual

Public Content

In March 2023, the Illinois legislature passed and Gov. Pritzker signed the Paid Leave for All Workers Act (PLAWA). This law introduces changes that affect most Illinois employers vacation time policies. Park Districts and School Districts are exempt. There was discussion that all local governments may be exempted before the law goes into effect, but those discussions did not lead to changes. As such, the City of Sterling is subject to the Paid Leave for All Workers Act that goes into effect in January.

The law grants vacation time to part-time workers and requires either front loading vacation time to new hires, or begin immediate accrual. The current City policy is employees earn 10 vacation days after their first year, with additional time earned in subsequent years. Exceptions have been made for extenuating circumstances to allow employees to borrow from future vacation days when they have not yet earned vacation in their first year.

The Personnel Manual has been revised to reflect the requirements of the new law. The City Attorney reviewed other sections pertaining to VESSA, Family Bereavement Leave and Discrimination to ensure compliance with other recent changes to Illinois law. A Pregnancy Compliance Section was added to comply with State law as well. Additionally, references to the Twin City Joint Fire Command have been removed. In 2022, the Council approved changes to how Personal Time was accrued. Those changes are now reflected in the Manual.

A copy of the Personnel Manual with tracked changes is attached as is a clean copy with the revisions accepted.

[IML Fact Sheet on PLAWA](#)

File Attachments

[Personnel Manual Dec 23 Tracked changes TBZ.pdf \(757 KB\)](#)

[Personnel Manual Dec 23 Clean.pdf \(724 KB\)](#)

9. Discussion Items

Subject :

A. Discussion on Amending Chapter 90, By Adoption of a new Article VII of the Sterling Municipal Code Entitled Non Highway Vehicles

Meeting :

Dec 18, 2023 - City Council Meeting at 6:30 pm

Type :

Discussion

Public Content

The City Attorney has prepared a draft version of an ordinance allowing for UTV's on certain City roadways. Please review the Ordinance. Upon feedback and review, a final Ordinance will be brought before the Council for a vote in early 2024.

File Attachments

[Ordinance 2023-12-30 Chapter 90 Article VII Non-Highway Vehicles.pdf \(165 KB\)](#)

13. Executive Session

Subject :

A. Pursuant to 5ILCS 120/2(c)(1) to discuss the appointment, employment, discipline, performance or

dismissal of specific employees of the public body.

Meeting :

Dec 18, 2023 - City Council Meeting at 6:30 pm

Type :

Action

Recommended Action :

Move to closed session to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body.