



MINUTES
CITY COUNCIL MEETING
Monday, December 09, 2024 at 6:30 PM
City of Rochelle Council Chambers – 420 N. 6th Street, Rochelle, IL 61068

- I. CALL TO ORDER:** Pledge to the Flag and prayer were led by Mayor Bearrows.
- II. ROLL CALL:** Present were Councilors T. McDermott, Hayes, D. McDermott, Shaw-Dickey, Arteaga, Valdivieso, and Mayor John Bearrows. A quorum of seven were present. Also, present were City Manager Jeff Fiegenschuh, City Clerk Rose Huéramo, Deputy Clerk Rosie Belmonte, and City Attorney Dominick Lanzito.
- III. PROCLAMATIONS, COMMENDATIONS, ETC:**
1. New Employee Introductions - Sean Kessler and James Turcato, RMU Electric Linemen
 2. New Employee Introduction - Kaleb Knight, RMU Generation Operation/Maintenance
- IV. REPORTS AND COMMUNICATIONS:**
1. Mayor's Report: Thank you to all involved in the Light up Lincoln Parade on 12/6. Jeni Hardin from the Focus House received The Rochelle Community Gratitude Award. Staff members who retired in 2024 were acknowledged for their dedication to the community. A reminder was given to lower flags to half-staff from 12/10-12/12 in honor of Oak Park Police Detective Allen Reddins, who died in the line of duty. The Council thanked Councilor Arteaga for providing dinner before the meeting and announced there would be no Council meetings on 12/23/24 or 1/13/25.
 2. Council Members: Councilor Hayes shared that former residents visiting for the festivities were very impressed with the City of Rochelle, particularly the Christmas Walk and Parade.
- V. PUBLIC COMMENTARY:** None.
- VI. DISCUSSION ITEMS:**
1. Director of Economic Development Jason Anderson provided the Council with a 20-year summary of the department's accomplishments.
- VII. BUSINESS ITEMS:**
1. **CONSENT AGENDA ITEMS BY OMNIUS VOTE with Recommendations:**
 - a) Approve City Council Meeting Minutes - 11/25/24
 - b) Approve Payment Registers - 11/25/24, 12/3/24
 - c) Approve Payroll - 11/11/24-11/24/24
 - d) Approve 2025 Meeting Dates
 - e) Approve 2025 HolidaysMotion made by Councilor Hayes, Seconded by Councilor D. McDermott, **"I move Consent agenda items (a) through (e) be approved by Omnibus vote as recommended."** Voting Yea: T. McDermott, Hayes, D. McDermott, Shaw-Dickey, Arteaga, Valdivieso, and Mayor Bearrows. Nays: None. Motion passed 7-0.
 2. **A Resolution Waiving Competitive Bidding Requirements and Approving a Proposal from Pentegra Systems to Upgrade the Tech Center AV System.** The AV systems in the two meeting rooms at the Tech Center have experienced equipment failure due to the age of the hardware and lack of reinvestment during the life of the building, making the meeting rooms virtually unusable. Pentegra Systems was asked to come in and provide a quote for upgrading the systems that we have in order to make the meeting rooms operational again, as they were involved in the creation of the AV system during construction. Upgrading of the AV systems will give the City of Rochelle two additional meeting rooms with Technology Access, with one of the rooms providing a training room for up to 20 people. The proposal is for \$135,000, but we are looking to add a 15% contingency in case the costs run over. Director of Advance Communication Pat Brust was available for questions.

Motion made by Councilor T. McDermott, Seconded by Councilor Arteaga, **"I move Resolution R24-75, a Resolution Waiving Competitive Bidding Requirements and Approving a Proposal from Pentegra Systems to Upgrade the Tech Center AV System, be approved."** Voting Yea: T. McDermott, Hayes, D. McDermott, Shaw-Dickey, Arteaga, Valdivieso, and Mayor Bearrows. Nays: None. Motion passed 7-0.

3. **A Resolution to Amend the Personnel Policies Manual.** The City of Rochelle "Handbook" Personnel Policies Manual had a major update in October of 2018. The Personnel Policies Manual is in constant review and revisions shall be made periodically to be consistent with all applicable laws, employment policies and current technology. Throughout 2024 the City experienced some unique situations that lead us to explore current verbiage and additional policies to best protect both the City and the employees. The request includes updates to verbiage in Telecommuting Policy and Procedure (Chapter 1, Article K), and an update in amount of allowance of \$75 for employee use of personal cell phones for City business, (Chapter 5: Other, Article P). Telecommuting verbiage addresses advance notice and approval of the offsite location. In addition to those updates, there are five new policy recommendations: An Employee Property Policy, a Time Off During Workers' Compensation Policy, a Time Off During Administrative Leave Policy, an Employee Attendance Policy, and a Policy for Contracted Employees and their access to email. Employee property addresses responsibility should any employee's personal property be damaged on City of Rochelle property. Both Time Off During Workers' Compensation and Administrative Leave policy clearly defines the past practice and expectation of the city during these designated periods of time for pay and leave balances. Contracted Employee Email Policy defines the role, expectations, responsibilities and requirements of contracted employees that are granted access to the City's information system to increase efficiency and production while safeguarding our assets. The Attendance Policy addresses the expectations of employees' attendance and addresses "call-off" situations. Per City Manager and abiding by state statute, recommend accepting updates to the Cyber Security Policy and Cyber Security Incident Response Plan, of which detailed information has been kept confidential. Human Resource Director Jillian Condon was available for questions. Motion made by Councilor Arteaga, Seconded by Councilor Shaw-Dickey, **"I move Resolution R24-76, a Resolution to Amend Personnel Policies Manual, be approved."** Voting Yea: T. McDermott, Hayes, D. McDermott, Shaw-Dickey, Arteaga, Valdivieso, and Mayor Bearrows, Nays: None. Motion passed 7-0.
4. **A Resolution Amending the City Credit Card Policy.** City of Rochelle staff periodically need the use of a credit card to make a purchase. The City pays the credit card invoice in full each month. There are eleven cards issued to management staff. The current process includes having the City Manager pre-approve use. The pre-approval form is kept with the receipt for audit purposes. Staff recommends updating the policy to include the ability of Department Heads to approve charges up to \$3,000. Any amount greater than \$3,000 would require City Manager pre-approval. City Manager Jeff Fiegenschuh was available for questions. Motion made by Councilor Hayes, Seconded by Councilor Valdivieso, **"I move Resolution R24-77, a Resolution Amending the City Credit Card and Charge Account Policy, be approved."** Voting Yea: T. McDermott, Hayes, D. McDermott, Shaw-Dickey, Arteaga, Valdivieso, and Mayor Bearrows. Nays: None. Motion passed 7-0.
5. **An Ordinance Extending the Moratorium Limiting the Number of Class B Liquor Licenses and Issuance of any New Class B Liquor Licenses.** The ordinance limiting the number of Class B liquor licenses and placing a moratorium on the issuance of new licenses was approved in January 2022 to address concerns over the rapid increase of video gaming machines in the City limits. This ordinance, initially set to expire on May 1, 2023, sought to control the expansion of gaming establishments tied to Class B licenses. Considering ongoing efforts to regulate and limit the number of gaming machines within the city limits, staff is recommending a two-year extension of the moratorium, with a revised expiration date of May 1, 2027. This extension will allow the City to maintain effective oversight of video gaming and continue its commitment to community well-being. The moratorium will not impact current Class B liquor license holders, who will remain exempt from

the restriction. However, should a Class B license be revoked, relinquished, or otherwise vacated, the total number of active Class B licenses within the City will remain capped at ten (10). This ensures that the growth of gaming-related establishments is effectively managed while allowing flexibility if licenses become available. It is important to note that this ordinance specifically pertains to Class B liquor licenses and does not impose any restrictions on the issuance or regulation of other types of liquor licenses, such as those for restaurants, hotels, or other venues. This approach ensures the City can continue to regulate video gaming while supporting the broader goals of balanced economic development. City Clerk Rose Huéramo was available for questions. Motion made by Councilor D. McDermott, Seconded by Councilor Shaw-Dickey, **"I move Ordinance 24-5514, an Ordinance Extending the Moratorium on Class B Liquor Licenses, be approved."** Voting Yea: T. McDermott, Hayes, D. McDermott, Shaw-Dickey, Arteaga, Valdivieso, and Mayor Bearrows. Nays: None. Motion passed 7-0.

6. **A Resolution Waiving Competitive Bidding and Authorizing the Trade-In of a 2009 Freightliner and the Purchase of a 2020 Kenworth T880.** Each year the City of Rochelle spends a significant amount of money for semi-trucks to transport many different types of materials, equipment, and supplies to and from construction sites. To reduce some of this expense, the Public Works Department operates a 2009 Freightliner Classic semi-truck. This truck is used in a verity of activities including brush collection, tree and brush removal, fall leaf collection, weekly and quarterly appliance and electronic recycling programs and events. Public Works also uses this semi-truck to transport City equipment such as excavators, loaders, asphalt paver, roller, as well as haul construction materials and supplies such as soil, rock, pipe and structures in and out of construction sites. Throughout the year, Public Works staff have driven and inspected several different makes and models of semi-trucks to find the most efficient, reliable and cost-effective vehicle that best fits the daily requirements of the Public Works Department. After inspecting several different vehicles, vehicle costs, condition, and required options, staff concluded that a 2020 Kenworth T880 to be in the City's best interest. This 2020 semi-tractor has 379,215 miles and comes equipped with a new 455 hp Paccar MX-13 diesel engine, (under 20,000 miles on new engine) Allison 4500 RDS automatic transmission, and a dual line wet kit. The 2024 Solid Waste budget includes funds to purchase one used semi-truck. The cost including fees for this 2020 Kenworth T880 from CIT Trucks is \$85,473.00. CIT Trucks has offered a trade in value of \$7,000.00 for our current 2009 Freightliner Classic, reducing the total purchase cost to \$78,473.00. Public Works Director Tim Isley was available for questions. Motion made by Councilor Hayes, Seconded by Councilor T. McDermott, **"I move Resolution R24-78, a Resolution Waiving Competitive bidding and Authorizing the Trade-In of a 2009 Freightliner and the Purchase of a 2020 Kenworth T880, be approved."** Voting Yea: T. McDermott, Hayes, D. McDermott, Shaw-Dickey, Arteaga, Valdivieso, and Mayor Bearrows. Nays: None. Motion passed 7-0.
7. **A Resolution Authorizing a Change Order for the Power Plant Feeder Exit Design by BHMGE Engineering.** The City would like to engage BHMGE Engineers, Inc to provide engineering services to design, assist in procurement, and provide construction administration for the diesel plant feeder exit replacement. This is the 2nd Phase of the diesel plant upgrades. The first phase was complete earlier this year. 12-9-24 BHMGE submitted a price change request due to extra work involved in rerouting the feeder exits from the generation plant. The total change is \$ 31,100.00 BHMGE is a trusted partner and has the knowledge and expertise to complete the desired work. Superintendent of Electric Operations Blake Toliver was available for questions. Motion made by Councilor T. McDermott, Seconded by Councilor D. McDermott, **"I move Resolution R24-79, a Resolution Authorizing a Change Order for the Power Plant Feeder Exit Design by BHMGE Engineering, be approved."** Voting Yea: T. McDermott, Hayes, D. McDermott, Shaw-Dickey, Arteaga, Valdivieso, and Mayor Bearrows. Nays: None. Motion passed 7-0.
8. **A Resolution Waiving Competitive Bidding Requirements and Authorizing the Purchase of Hylite Poles and Fixtures From Wesco Distribution.** Rochelle little league approached RMU and

asked if we could assist in a lighting upgrade for the softball field. The total cost of the lights and poles is: \$46,865.00. The City, Park District and Little League will each be responsible for \$15,621.67. The Little League delivered an \$8,000 check as the down payment on their portion. The City will invoice the Park District in early 2025 for their full \$15,621.67 payment and the Little League in early 2026 for the remaining \$7,621.67. Throughout 2025, the Little League will fundraise and submit grant applications to cover the remaining portion. The lights will be installed in the spring of 2025, before the end of April start of the Little League season. It will take approximately two weeks to install, and volunteers may be helpful in the process. The lights will be charged to the street lighting line item of the electric budget following Council approval in early December. The lights will be ordered before the end of 2024 to avoid a 10% price increase. Superintendent of Electric Operations Blake Toliver was available for questions. Motion made by Councilor Shaw-Dickey, Seconded by Councilor Arteaga, **"I move Resolution 2R24-80, a Resolution Waiving Competitive Bidding and Authorizing the Purchase of Hylite Pole and Fixtures from Wesco Distribution, be approved."** Voting Yea: T. McDermott, Hayes, D. McDermott, Shaw-Dickey, Arteaga, Valdivieso, Mayor Bearrows. Nays: None. Motion passed 7-0.

9. **A Resolution Accepting the Bid Proposal from Utility Dynamics in the Amount of \$435,800 for the Flagg Road and 20th Street Utility Improvements.** Proposals for the rebid of the Flagg Road & 20 Street Utility Improvement Project were opened at City Hall at 10:00 A.M. on Thursday November 21, 2024. One (1) proposal was received. No addenda were issued prior to the bid opening. The proposal was opened, reviewed for completeness, and the total amount read aloud. A tabulation of bids was later completed and verified in our office. A copy of the bid tabulation is attached for your review. Our engineer's estimate of cost was \$602,990.00. The bid of \$435,800.00 was \$167,190.00 and 27.7% under our estimate. Because this bid is competitive with the original project bids, we recommend the acceptance of the proposal submitted by Utility Dynamics Corporation for \$435,800.00. We are asking to include a 15% contingency to allow for the city manager to approve extra work they may be discovered while completing this project. Superintendent of Electric Operations Blake Toliver was available for questions. Motion made by Councilor D. McDermott, Seconded by Councilor Hayes, **"I move Resolution 24-81, a Resolution Accepting the bid Proposal from Utility Dynamics Corp. in the Amount of \$435,800 for the Flag Rd. and 20th St. Utility Improvements, be approved."** Voting Yea: T. McDermott, Hayes, D. McDermott, Shaw-Dickey, Arteaga, Valdivieso, and Mayor Bearrows. Nays: None. Motion passed 7-0.
10. **A Resolution Authorizing the Sale of Surplus Property Pursuant to a Vehicle Sales Agreement Certificate with Enterprise Fleet Management, Inc.** The Electric Department seeks to gain approval for the sale of City of Rochelle E10, and E13 which are a 2013 Ford F-150 and a 2008 Ford F-450 to Enterprise Fleet Management. Superintendent of Electric Operations Blake Toliver was available for questions. Motion made by Councilor Valdivieso, Seconded by Councilor Hayes, **"I move Resolution R24-82, a Resolution Authorizing the Sale of Surplus Property Pursuant to a Vehicle Sales Agreement Certificate with Enterprise Fleet Management, Inc., be approved."** Voting Yea: T. McDermott, Hayes, D. McDermott, Shaw-Dickey, Arteaga, Valdivieso, and Mayor Bearrows. Nays: None. Motion passed 7-0.

- VIII. **EXECUTIVE SESSION:** At 7:16 PM. Motion made by Councilor T. McDermott, Seconded by Councilor Shaw-Dickey, **"I move Council recess into executive session to discuss the purchase or lease of real property for the City's use Section (c) (5)."** Voting Yea: T. McDermott, Hayes, D. McDermott, Shaw-Dickey, Arteaga, Valdivieso, and Mayor Bearrows. Nays: None. Motion passed 7-0.
At 7:48 PM. Motion made by Councilor D. McDermott, Seconded by Councilor Shaw-Dickey, **"I move the Council return to open session."** Voting Yea: T. McDermott, Hayes, D. McDermott, Shaw-Dickey, Arteaga, Valdivieso, and Mayor Bearrows. Nays: None. Motion passed 7-0.

IX. ADJOURNMENT: At 7:49 PM. Motion made by Councilor D. McDermott, Seconded by Councilor Arteaga, **"I move the Council adjourn"** Voting Yea: T. McDermott, Hayes, D. McDermott, Shaw-Dickey, Arteaga, Valdivieso, and Mayor Bearrows. Nays: None. Motion passed 7-0.

John Bearrows, Mayor

Rosie Belmonte, Deputy Clerk