



MINUTES
CITY COUNCIL MEETING
Monday, June 27, 2022 at 6:30 PM

- I. CALL TO ORDER:** Pledge to the Flag was led by Mayor Bearrows. Prayer was said by Pastor Katherine Paisley.
- II. ROLL CALL:** Present were Councilors T. McDermott, Hayes, Gruben, Shaw-Dickey, Arteaga, and Mayor Bearrows. Absent: Councilor D. McDermott. A quorum of six were present. Also present were City Manager Jeff Fiegenschuh, City Deputy Clerk Jennifer Thompson, and City Attorney Dominick Lanzito.
- III. PROCLAMATIONS, COMMENDATIONS, ETC:** None.
- IV. REPORTS AND COMMUNICATIONS:**
1. Mayor's Report acknowledged and thanked Lidia Roberts & the Daughters of the American Revolution partnered with America 250 Commission for Patriots tree in Council in celebration of Independence Day.
 2. Appointments to and Resignations from Boards & Commissions. Motion made by Councilor Shaw-Dickey and seconded by Councilor Arteaga, **"I move the Council accept the resignation of Gary Chiavini from the Planning & Zoning Commission effective immediately."** Voting Yea: T. McDermott, Gruben, Shaw-Dickey, Arteaga, Hayes, and Mayor Bearrows. Nays: None. Motion passed 6-0. Motion made by Councilor Arteaga and seconded by Councilor Gruben, **"I move the Council accept the appointment of Dennis Swinton to the Planning & Zoning Commission as a voting member for a term to expire 7/1/2022."** Voting Yea: T. McDermott, Gruben, Shaw-Dickey, Arteaga, Hayes, and Mayor Bearrows. Nays: None. Motion passed 6-0.
 Motion made by T. McDermott and seconded by Shaw-Dickey, **"I move the Council approve the Mayor's appointments to the Police & Fire Commission, the Airport Advisory Board, and the Golf Advisory Board for the terms beginning July 1, 2022."** Voting Yea: T. McDermott, Gruben, Shaw-Dickey, Arteaga, Hayes, and Mayor Bearrows. Nays: None. Motion passed 6-0.
 3. Council Members None.
- V. PUBLIC COMMENTARY:** Sarah Carter spoke regarding unkept properties in the neighborhood of S. 3rd.
- VI. BUSINESS ITEMS:**
1. CONSENT AGENDA ITEMS BY OMNIUS VOTE with Recommendations:
 - a) Approve Minutes of City Council Meeting - 06/13/2022
 - b) Accept and Place on File Minutes of Planning & Zoning Meeting - 05/02/2022
 - c) Approve Payroll - 05/16/2022-05/29/2022, 05/30/2022-06/12/2022
 - d) Approve Payment Register - 06/13/2022 and Exceptions 201829, 201845
 - e) Approve Special Event Request - Heitter Memorial Scholarship Event
 - f) Accept and Place on File May Financials
 Motion made by Councilor Hayes and seconded by Councilor Shaw-Dickey, **"I move consent agenda items (a) through (f) be approved by Omnibus vote as recommended."** Voting Yea: T. McDermott, Gruben, Shaw-Dickey, Arteaga, Hayes, and Mayor Bearrows. Nays: None. Motion passed 6-0.

2. **An Ordinance Accepting and Approving the Proposal from Insituform Technologies USA, LLC for Sanitary Sewer Relining Pursuant to the Request for Proposal.** On June 2, 2022, a bid opening for the Northeast Area Sanitary Sewer Lining Project was held and a total of 4 proposals were received. The low bidder was Insituform Technologies USA, with a low bid of \$675,953.28 and was 4.6% under the engineers cost estimate. The City is requesting that Insituform line an additional 3,000 feet at the unit prices which they bid. A breakdown of the costs are as follows:
Grant Amount - \$550,000, Base Bid Amount – \$675,953.28, Additional Lining of approximately 3,000 ft. – \$148,000, Allowance – \$76,000, Proposed expenditure - \$900,000, Total cost to the City \$350,000. We bid this job to line 9,000 feet since the grant requirements did not allow us to include the extra 3,000 feet within the same bid. With that restriction, we did not want to conduct 2 separate bids and risk having 2 different contractors on the same job. Motion made by Councilor Hayes and seconded by Councilor T. McDermott, **“I motion to Amend Ordinance 22-5355 as recommended by Adam Lanning.”** Voting Yea: T. McDermott, Gruben, Shaw-Dickey, Arteaga, Hayes, and Mayor Bearrows. Nays: None. Motion passed 6-0. Motion made by Councilor Shaw-Dickey and seconded by Councilor Hayes, **“I move Ordinance 22-5355, an Ordinance Accepting and Approving the Proposal from Insituform Technologies USA, LLC for Sanitary Sewer Relining Pursuant in the amount of \$900,000, be approved as Amended.”** Voting Yea: T. McDermott, Gruben, Arteaga, and Mayor Bearrows. Nays: None. Motion passed 6-0.

3. **A Motion to Accept and Place on File the City of Rochelle 2021 Audit.** Sikich, LLP. planned and performed the audit in order to obtain reasonable assurance about whether the financial statements are free of material misstatements. This included performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The audit also included evaluating the appropriateness of accounting policies used, significant estimates made by management, and evaluating the overall presentation of the financial statements. The auditor’s opinion, as noted on page 2 of the Annual Comprehensive Financial Report, indicates that the financial statements “present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of Rochelle, Illinois, as of December 31, 2021, and the respective changes in financial position and, where applicable cash flows thereof for the year ended in conformity with accounting principles generally accepted in the United States of America.” Anthony Cervini, Partner of Government Services for Sikich provided an overview of the City’s Financial Statement. Finance Director Chris Cardott was also present to answer questions. Motion made by Councilor Hayes and seconded by Councilor T. McDermott, **“I move Council accept and place on file Audit Report for January 1, 2021 - December 31, 2021, as prepared and presented by Sikich, LLP.”** Voting Yea: T. McDermott, Gruben, Shaw-Dickey, Arteaga, Hayes, and Mayor Bearrows Nays: None. Motion passed 6-0.

4. **An Ordinance Amending Chapter 98 of The Rochelle Municipal Code - Utility Billing.** As part of the ongoing ERP system implementation, it was determined that we needed to update several areas of our municipal code pertaining to utility billing. These changes will help simplify processes as we switch to the new software. The proposed changes are as follows.
 1. The interest rate paid on all deposits held by RMU shall be the same rate as the local financial institution
 2. Remove requirement for deposit and charge a \$60 nonrefundable activation fee for all new customers or customers that have not had service in more than 12 months
 3. RMU has the right to send property owners notices of unpaid bills and disconnects
 4. The City Manager or his designee may waive late fees for up to 3 billing periods for residential customers
 5. Reconnection fees for Rates 130 and above will be set at \$250

6. Reconnection fees will be charged at 7:00 AM on day of disconnect if outstanding bill has not been paid in full

7. Returned checks will result in a \$35 dollar fee

8. Removal of serious illness disconnection language

Director of Utility Finance & Payroll Manager Sarah Brooks was available for questions. Motion made by Councilor Arteaga and seconded by Councilor Shaw-Dickey, **"I move Ordinance 22-5357, an Ordinance Amending Chapter 98- Utilities of the Rochelle Municipal Code, be approved."**

Voting Yea: T. McDermott, Gruben, Shaw-Dickey, Arteaga, Hayes, and Mayor Bearrows. Nays: None. Motion passed 6-0.

5. **A Resolution Authorizing a Memorandum of Understanding between the City of Rochelle and Kishwaukee College for Rochelle-U.** Kishwaukee College offers an on-site certificate program for employees. The program includes four courses aimed at improving skills and leadership including: Intro to Business, Intro to Software, Business Communications and Management & Supervision. Courses will take place at a City facility on Tuesdays from 3-5pm with one hour of additional coursework assigned outside of class per week for each semester. One course will be held per semester: fall '22, spring '23, summer '23 and fall '23. Students will receive college credit for each course toward a Marketing/Management Associates Degree. A minimum of eight students is required to run the program and currently ten employees have expressed interest. The City of Rochelle will cover the course costs for employees. If the employee fails to complete the course, they will be required to reimburse the City for expenses incurred. A memorandum of understanding will be presented to Council before each semester. Director of Community Engagement, Assistant to the City Manager Jenny Thompson was available to answer questions. Motion made by Councilor T. McDermott and seconded by Councilor Gruben, **"I move Council approve the Memorandum of Understanding Agreement between The City of Rochelle and Kishwaukee College for Rochelle - U."** Voting Yea: T. McDermott, Gruben, Shaw-Dickey, Arteaga, Hayes, and Mayor Bearrows. Nays: None. Motion passed 6-0.

6. **A Resolution Authorizing the Retention of Willett Hofmann & Associates, Inc. for Professional Services Related to the Railroad Park Gift Shop Improvements.** In 2021, the City of Rochelle received an allotment of American Rescue Plan Funds, which included Tourism operations as an allowable expense. As a result, staff worked with Willett Hofmann to design a three-phase plan for upgrades to the Railroad Park property. The first phase of the plan includes: restroom improvements: accessibility, fixtures, and finishes, addressing freezing pipes, new doors, removal of existing siding, trim and soffits and installing new, installing a new ramp & deck from the parking lot, installing a concrete pad for garbage can storage, and installation of one new window on the east side of the building. The Professional Services Agreement for consideration today includes design phase services for the first phase of the project. This includes site visits, cost projections, and preparation of bid documents, drawings, and specifications. The proposal includes bid phase services including preparation and publication of advertisements for bid; conducting a pre-bid meeting; reviewing bids and providing bid award recommendations. Finally, the proposal includes construction phase services to include notice of award and preparation of contract documents; pre-construction meeting; review of pay requests; construction observation visits; preparation of final project punch list and final project close-out. Jenny Thompson was available to answer questions. Motion made by Councilor T. McDermott and seconded by Councilor Shaw-Dickey, **"I move Resolution R 22-29, a Resolution Authorizing the Retention of Willett Hofmann & Associates, Inc. for Professional Services Related to the Railroad Park Gift Shop Improvements in the amount of \$30,750, be approved."** Voting Yea: T. McDermott, Gruben, Arteaga, Hayes, and Mayor Bearrows. Nays: None. Motion passed 6-0.

7. **An Ordinance Amending Section 94-225 of the Rochelle Municipal Code - Cherry Avenue Parking.** Complaints received by city staff led to discussions about parking on Cherry Avenue. Parking is currently prohibited from 2:00 A.M. until 5:00 A.M. The amended ordinance will allow for residents to park near their homes. Additionally, allowing parking during these times may alleviate some intoxicated driving as no citations will be issued for cars that are left on site. Police Chief Eric Higby was available for questions. Motion made by Councilor T. McDermott and seconded by Councilor Arteaga. **"I move Ordinance 22-5358, an Ordinance Amending Section 94-225 - Night Parking on Cherry Ave of the Rochelle Municipal Code, be approved."** Voting Yea: T. McDermott, Gruben, Shaw-Dickey, Arteaga, Hayes, and Mayor Bearrows. Nays: None. Motion passed 6-0.

VII. **DISCUSSION ITEMS:** None.

VIII. **EXECUTIVE SESSION:** None.

- IX. **ADJOURNMENT:** At 7:23 PM, Motion made by Councilor Shaw-Dickey, Seconded by Councilor T. McDermott. **"I move the Council adjourn."** Voting Yea: Hayes, T. McDermott, Gruben, Shaw-Dickey, Arteaga, Mayor Bearrows. Nays:None. Motion passed 6-0.

John Bearrows, Mayor

Jenny Thompson, Deputy City Clerk