

**ROCHELLE CITY COUNCIL  
REGULAR COUNCIL MEETING MINUTES  
May 22, 2017**

The Rochelle City Council met in Regular Session at 7:00 p.m. on Monday, May 22, 2017 in the Council Chambers of City Hall; 420 N. 6<sup>th</sup> Street; Rochelle, IL 61068.

**PLEDGE TO THE FLAG & PRAYER:** The Prayer was said by Clerk McKinney.

**ROLL CALL:** Present on Roll Call were Councilmembers Bearrows, Burke, Hayes, D. McDermott, T. McDermott, Shaw-Dickey, and Mayor Olson. Absent: None. A quorum of seven was present. Also present were Acting City Manager Messer, City Attorney Wagner, and City Clerk McKinney.

**PROCLAMATIONS, COMMENDATIONS, ETC:**

**REPORTS AND COMMUNICATIONS:**

Mayor: None

Council: None.

**PUBLIC COMMENTARY.**

**BUSINESS ITEMS:**

**1) CONSENT AGENDA ITEMS BY OMNIBUS VOTE with Recommendations:**

- a) Approve Minutes of City Council Meeting – May 8, 2017
- b) Approve Bills – 04/28/17-05/04/17, 05/05/17-05/16/17
- c) Approve Payroll – 04/24/17-05/07/17
- d) Approve Mayor Olson Expense Report – 04/25/17 - 04/27/17

Motion made by Councilor Bearrows and seconded by Councilor Shaw-Dickey, **“I move Consent Agenda Items (a) through (d) be approved by Omnibus Vote as recommended.”**

Roll call vote was taken. Ayes: Bearrows, Burke, Hayes, D. McDermott, T. McDermott, Shaw Dickey and Mayor Olson. Nays: None. Motion passed 7-0.

- 2) **Ordinance Amending Travel, Meal and Lodging Expenses Policy.** In 2016, Governor Rauner signed the Local Government Travel Expense Control Act into law (Public Act 099-0604). This law requires all non-home rule units of local government, including municipalities, school districts, special districts and community college districts, to regulate travel expenses at the board level. Thus, every covered unit of local government must adopt a resolution or ordinance that, at a minimum, contains the following provisions:

- 1. Allowed reimbursable activities (e.g., conference attendance, travel for business meetings, etc.);
- 2. The maximum amount that the unit of local government will reimburse for travel, meal and lodging expenses; and
- 3. A standardized form for documenting travel, meal or lodging expenses, as well as “the nature of the official business” for which reimbursement is sought.

Travel, meal or lodging expenses may not be approved unless the minimum documentation requirements have been met. The attached policy amends the policy adopted in December of 2016. Motion made by Councilor D. McDermott and seconded by Councilor Burke, **“I move Ordinance 17-4679, an ordinance regulating travel, meals and lodging expenses consistent with public act 99-0614, be approved.”** Roll call vote was taken.

Ayes: Bearrows, Burke, Hayes, D. McDermott, T. McDermott, Shaw Dickey and Mayor Olson. Nays: None. Motion passed 7-0

- 3) **Ordinance Establishing Electronic Communications and Technology Policy.** This policy will be added to update the current Employee Handbook which was last revised 10 years ago. Electronic communications and technology allows employees and elected officials to conduct day-to-day operations throughout the City of Rochelle and potentially worldwide with a vast variety of contacts. Setting this policy will set the expectations regarding the use and the regulations will help monitor and enforce the use. With today's society and wide use of technology this will also assist with reducing potential risk and liability for the City. Motion made by Councilor D. McDermott and seconded by Councilor Bearrows, "I move ordinance 17-4680, an ordinance approving an amendment to the personnel manual concerning electronic communications and technology, be approved." Roll call vote was taken. Ayes: Bearrows, Burke, Hayes, D. McDermott, T. McDermott, Shaw Dickey and Mayor Olson. Nays: None. Motion passed 7-0
- 4) **Ordinance Establishing Social Media Policy.** The City of Rochelle recognizes the value of social media for reinforcing brand recognition, engaging constituents, employees and elected officials in conversation, and for delivering information to the public. The City intends to leverage the power and reach of social media to communicate and deliver messages directly to citizens and to encourage citizen involvement, interaction and feedback. Because the City supports open dialogue and the exchange of ideas, this policy has been created to provide guidelines for staff involved in the use of social media. To best manage online relationships and conversations, only those officially designated by the City of Rochelle have the authorization to speak on behalf of the City. Given the immediate nature of these tools, the City will take a controlled, strategic approach to the use of social media to ensure information is current and appropriate and that responses to constituent requests and questions are accurate and timely. Employees and elected officials involved in social media management are responsible to know and uphold the policy. The Marketing & Public Relations ("PR") Manager is responsible for acting as the City's central public information center; for coordinating the release of information to the public through all available avenues; for selecting, testing, and implementing the use of communications tools, including social media; for monitoring and responding to public comments, questions, and requests; for integration of social media into various City websites; and for creating and posting video to social media outlets. Jennie Thompson was present to answer questions. Motion made by Councilor D. McDermott and seconded by Councilor Shaw-Dickey, "I move ordinance 17-4681, an ordinance approving an amendment to the personnel manual concerning social media, be approved." Roll call vote was taken. Ayes: Bearrows, Burke, Hayes, D. McDermott, T. McDermott, Shaw Dickey and Mayor Olson. Nays: None. Motion passed 7-0

5) **20<sup>th</sup> Street Roadway Improvement Project.** The 20<sup>th</sup> Street widening and pavement improvements project, between 8<sup>th</sup> Ave and Carrie Ave, was divided into two phases over the past four years. While portions of the project have been contracted out the City Street Department crews have been working on this project, and many others, so as to extend the City's limited infrastructure funds. The binder course was constructed last year to allow traffic over the roadway during a six month period. The final HMA surface course was programmed for this year to complete Phase 2 of the project. In addition, a geotextile layer will be installed on portions of the project to extend the life of the pavement. The above referenced project was advertised in the Rochelle Newsleader and on the City website. Bids were publicly opened and read aloud on May 18, 2017 at 10 am for the above referenced project. Three separate bids were received as follows:

- Rock Road Company submitted a bid for making the entire improvements in the amount of \$202,087.08
- William Charles and Company submitted a bid for making the entire improvements in the amount of \$195,214.73
- Martin and Company Excavating submitted a bid for making the entire improvements in the amount of \$187,608.90

The 20<sup>th</sup> Street project is funded with infrastructure Sales Tax funds (STF) administered by the Engineering Department. A transfer from the FY 17 STF 17-00 will be made to the FY 17 CIP fund 36-00-86097 to cover the costs associated with the 20<sup>th</sup> Street project. The construction is expected to be substantially complete by June 30, 2017 weather permitting. Sam Tesreau was present to answer questions. Motion made by Councilor T. McDermott and seconded by Councilor D. McDermott, **"I move the Council approve contract C17-01, a contract between the City of Rochelle and the lowest bidder, Martin and Company Excavating, for 20th Street pavement HMA surfacing and related improvements in the amount of \$187,608.90 and reject all other bids."** Roll call vote was taken. Ayes: Bearrows, Burke, Hayes, D. McDermott, T. McDermott, Shaw Dickey and Mayor Olson. Nays: None. Motion passed 7-0

6) **2017 Seal Coat Project.** Various streets and/or alleys were identified to receive a seal coat (A1 & A2) surface treatment this fiscal year (FY) to provide for much needed roadway maintenance and preservation. The areas are shown on the attached exhibit A. Additional areas may be considered by the City Engineer during the construction process as funds allow. The above referenced project was advertised in the Illinois Dept. of Transportation (IDOT) Notice to Contractor's Bulletin 17-17 as well as the Rochelle Newsleader. Bids were publicly opened and read aloud on May 11, 2017 at 10 am for the above referenced project. Two separate bids were received as follows:

- Civil Constructors, Inc. submitted a bid for making the entire improvements in the amount of \$122,107.25
- AC Pavement Striping Co. submitted a bid for making the entire improvements in the amount of \$146,962.38

The lowest bid is approximately 9% lower than the Municipal estimate of maintenance costs submitted to IDOT and approved on April 26, 2017. The various streets general maintenance project is funded with Motor Fuel Tax (MFT) funds administered through IDOT. A transfer from the FY 17 MFT fund 17-00 will be made to the FY 17 CIP fund 36-00-86086 to cover the Local Agency (LA) costs associated with the General Maintenance project of various streets with Sec#17-00000-00-GM. The City Street Department crews will provide pavement patching, surface preparation and sweeping in advance of seal coat operations. City council approval of resolution (BLR 14230) will allow the City to move forward with providing funding associated with engineering, maintenance and/or construction on the referenced project from the MFT fund.

Enclosure (1) uses the standard IDOT resolution to document the requested expenditure. Motion made by Councilor T. McDermott and seconded by Councilor Hayes, **"I move Resolution R17-05, a resolution for the maintenance of streets and highways by a municipality under the Illinois Highway code allowing the appropriation of Motor Fuel Tax funds for the general maintenance of the streets as identified by the city engineer, be approved."** Roll call vote was taken. Ayes: Bearrows, Burke, Hayes, D. McDermott, T. McDermott, Shaw Dickey and Mayor Olson. Nays: None. Motion passed 7-0.

Motion made by Councilor T. McDermott seconded by Councilor Bearrows, **"I move the Council approve contract C17-02, a contract with the lowest bidder, Civil Constructors, Inc., for the 2017 annual seal coat street maintenance in the amount of \$122,107, and reject all other bids."** Roll call vote was taken. Ayes: Bearrows, Burke, Hayes, D. McDermott, T. McDermott, Shaw Dickey and Mayor Olson. Nays: None. Motion passed 7-0

- 7) **Main Street improvements (Phase 1) – Proposal for Appraisals.** A state/local joint Economic Development Program (EDP)/TARP Agreement was approved by the City Council and executed by Mayor Olson in June 2013 for the above referenced project. After final review, the Illinois Department of Transportation (IDOT) executed the agreement in August 2013. This project will include pavement rehabilitation, reconstruction, widening, updated traffic control devices and other associated improvements, along South Main Street, from south of Steam Plant Road to the Steward Road intersection. The partial EDP funding was made possible by the expansion and job creation/retention for the Graphic Arts Bindery facility located immediately south of Steam Plant Road. Since that time Engineering design plans have been completed by Fehr Graham and Associates and nearing the final approval by the IDOT. Currently the state/local agency EDP agreement calls for the project to be bid out by the end of 2017 as amended from the original agreement. However, additional right-of-way (ROW) and/or easements will need to be acquired as part of the project to allow for the construction of the improvements as determined by the construction plan project limits. A certified IDOT appraiser, Davidson and Associates, has been selected to develop appraisals of the multiple parcels to be acquired in accordance with IDOT policies and procedures. These appraisals will then allow City staff to begin the necessary acquisition of the ROW/easements needed for construction. Acquisition of the parcels will also satisfy the check list item for IDOT so the project may proceed to bid letting. All expenses related to the ROW/easement acquisition are the responsibility of the local agency (City) per the approved state/local EDP agreement. The construction portion of the project is anticipated to begin spring 2018 and the associated construction and engineering expenses will be programmed into the FY 2018 budget. Sam Tesreau was present to answer questions. Motion made by Councilor D. McDermott and seconded by Councilor T. McDermott, **“I move agreement 17-4682, an agreement with Davidson and Associates for the appraisal of the South Main Street improvements project, be approved and the city engineer be authorized to approve cost to cure estimates as may be necessary.”** Roll call vote was taken. Ayes: Bearrows, Burke, Hayes, D. McDermott, T. McDermott, Shaw Dickey and Mayor Olson. Nays: None. Motion passed 7-0
- 8) **Approval for the Purchase of a Variable Frequency Drive (VFD) at Well 10 Under Emergency.** Well 10, located on Southview drive is a main supply well that has recently become inoperable due to changing aquifer conditions. With well 11 offline due to radium exceedances, it is imperative to get well 10 operational to avoid the possibility of not meeting demand. A VFD operates electric motors more efficiently than a standard soft start and will give us better control of the well. We have a cash reserve with approximately \$4 million and will defer spending on other projects to offset the unexpected expense. Adam Lanning was present to answer questions. Motion made by Councilor D. McDermott and seconded by Councilor Bearrows, **“I move the Council approve the purchase of a Variable Frequency Drive for Well 10, without competitive bidding, from Municipal Well and Pump for \$34,690 installed.”** Roll call vote was taken. Ayes: Bearrows, Burke, Hayes, D. McDermott, T. McDermott, Shaw Dickey and Mayor Olson. Nays: None. Motion passed 7-0

9) EXECUTIVE SESSION:

At 7:49 p.m., Councilor D. McDermott moved and seconded by Councilor Burke, **"I Move the Council recess into Executive Session to discuss: the (appointment, employment, compensation, discipline, walnuts and or dismissal) of specific employees. Section (c) (1) and Pending or threatening litigation. Section (c) (11).** Roll call vote was taken. Ayes: Bearrows, Burke, Hayes, D. McDermott, T. McDermott, Shaw Dickey and Mayor Olson. Nays: None. Motion passed 7-0.

At 8:49 p.m., Moved by Councilor D. McDermott and seconded by Councilor Burke, **"I move the Council return to open session."** Motion passed by voice vote without dissent.

**ADJOURNMENT:** At 8:49 PM, moved by Counselor Hayes and seconded by Counselor Shaw-Dickey. **I move the Council adjourn."** Motion passed by voice vote without dissent.



Chet Olson, Mayor



Bruce W. McKinney, CMC  
City Clerk, City of Rochelle