



MINUTES
CITY COUNCIL REGULAR MEETING

Monday, April 14, 2025 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, Valdivieso, and Mayor John Bearrows. A quorum of six were present. Also, present City Manager Jeff Fiegenschuh, City Clerk Rose Huéramo, City Attorney Dominick Lanzito.
 Motion made by Councilor Shaw-Dickey, Seconded by Councilor T. McDermott, **"I move to allow Councilwoman Arteaga to participate in the meeting remotely due to work conflict."** Voting Yea: T. McDermott, Hayes, D. McDermott, Shaw-Dickey, Valdivieso, and Mayor Bearrows. Nays: None. Motion passed 6-0.
- III. PROCLAMATIONS, COMMENDATIONS, ETC:**
1. Child Abuse Prevention Month - April
 2. National Public Safety Telecommunicators Week - April 13 - 19, 2025
 3. Linemen Appreciation Day - April 18, 2025
 4. Two Lights for Tomorrow Resolution - April 18 - 19, 2025
- IV. REPORTS AND COMMUNICATIONS:**
1. Mayor's Report: Announced the museum event will be held on 4/18 from 7-8pm.
 Planning & Zoning Commission Resignation - Dennis Swinton.
 Motion made by Councilor T. McDermott, Seconded by Councilor Valdivieso, **"I move the Council accept the resignation of Dennis Swinton from the Planning & Zoning Commission effective immediately."** Voting Yea: T. McDermott, Hayes, D. McDermott, Shaw-Dickey, Arteaga, Valdivieso, and Mayor Bearrows. Nays: None. Motion passed 7-0.
 Planning & Zoning Commission Appointment - Voting Member - Timothy Bowerman Motion made by Councilor Valdivieso, Seconded by Councilor Shaw-Dickey, **"I move the Council accept the appointment of Timothy Bowerman from an At-Large, Non-Voting Member to a voting member of the Planning & Zoning Commission with a term to expire on 7/1/25."** Voting Yea: T. McDermott, Hayes, D. McDermott, Shaw-Dickey, Arteaga, Valdivieso, and Mayor Bearrows. Nays: None. Motion passed 7-0.
 2. Council Members: None.
- V. PUBLIC COMMENTARY:** None.
- VI. DISCUSSION ITEMS:** Storm Expense Reimbursement - Human Resources & Safety Coordinator Brittney Zick presented to Council with a storm expense reimbursement request for costs incurred during the March 15, 2025 windstorm. The City is seeking to claim \$516,236 in mutual aid costs to restore power, excluding waived assistance from St. Charles.
- VII. BUSINESS ITEMS:**
1. CONSENT AGENDA ITEMS BY OMNIUS VOTE with Recommendations:
 - a) Approve City Council Meeting Minutes - 3/24/25
 - b) Accept and Place on File Planning & Zoning Commission Meeting Minutes - 3/3/25
 - c) Approve Payroll - 3/3/25-3/16/25
 - d) Approve Payment Registers - 3/24/25, 3/31/25, 4/7/25
 - e) Approve Agreement with Brentwood Consulting
 Motion 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 Authorizing the City Manager to Enter into a Lease Agreement with Enterprise Fleet Management for a 2024 Chevrolet 3500 Starcraft Bus.** Shuttle Bus Features & Potential Benefits Approx uses annually – 24-30 times estimated Potential uses: Economic Development for prospective companies group tours – several throughout the year to promote Rochelle Transportation for staff and/or council members (Prairie State, IML lobby day). Tours for legislators that come to town to tour facilities and projects. Warming space for residents (if needed) shuttle bus for events, ie: LHHF, Air Show, and other community events where parking is limited. Potential use at community events to this point total community contributions total \$25,000. GREDO pledged \$15,000 for a downpayment and LCIDA pledged \$10,000. More community contributions will be solicited. The remaining funds can be allocated as follows: \$18,000 Mayor/City Council budget, \$25,000 excess proceeds from 2024 auction. Total cost is anticipated to be \$80,000-\$100,000. According to the city's insurance carrier total costs for insurance will be \$850 annually. All employees using and riding the bus will be covered by the city's general liability insurance. Anyone who is not considered an employee will also be covered but will be required to sign a waiver. Other potential costs: Fuel \$2,160 based on 30-gallon tank filled twice per month at \$3.00 per gallon Annual maintenance \$750 includes oil changes and basic maintenance If approved the vehicle will be stored at 1030 S 7th in back storage barn (not heated). City Manager Jeff Fiegenschuh and Mayor Bearrows were available for question. Motion made by Councilor T. McDermott, Seconded by Councilor Valdivieso, **"I move Resolution R2025-20, a Resolution Authorizing the City Manager to enter into a Lease Agreement with Enterprise Fleet Management for a 2024 Chevrolet 3500 StarCraft, be approved."** Voting Yea: Mayor Bearrows and Valdivieso. Voting Nay: T. McDermott, Hayes, D. McDermott, Shaw-Dickey, and Arteaga. Nays: Five. Motion denied 5-2.

3. **Ordinance Deleting a Class P-2 Liquor License and Adding a Class P-2 Liquor License for St. Jude Rochelle Business Inc., d/b/a Rochelle Shell.** This memorandum is to inform the City Council of a change in ownership at Rochelle Shell, located at 505 W. HWY 38. The City became aware of the ownership transition during the submission of a new license request. The business is now owned by St. Jude Rochelle Business Inc., which has notified the Liquor Commissioner of the ownership change and confirmed that the business will continue to operate under the same name, Rochelle Shell. Previously, Rochelle Shell held a Class P-2 liquor license, which has since been surrendered. However, the business will continue to hold a Class P-2 liquor license under the new ownership. In the interest of maintaining transparency and ensuring proper documentation, it is important to formally recognize this change in ownership. Therefore, this resolution is presented to the City Council to revoke the previous liquor license and approve the issuance of a new liquor license for Rochelle Shell, changing ownership from Amisa Inc., d/b/a Rochelle Shell, to St. Jude Rochelle Business Inc., d/b/a Rochelle Shell. The Council's consideration and approval of this resolution will ensure that the change of ownership is officially recognized in accordance with city policies and regulations. City Clerk Rose Huéramo was available for questions. Motion made by Councilor T. McDermott, Seconded by Councilor Shaw-Dickey, **"I move Ordinance 2025-13, an Ordinance Deleting One Class P-2 Liquor License for Amisa Inc. D/B/A Rochelle Shell and Creating One Class P-2 Liquor License for St. Jude Rochelle Business Inc. D/B/A Rochelle Shell, be approved."** Voting Yea: T. McDermott, Hayes, D. McDermott, Shaw-Dickey, Arteaga, Valdivieso, and Mayor Bearrows. Nays: None. Motion passed 7-0.

4. **An Ordinance Rezoning 334 N. 14th Street, Parcel 24-23-476-002 From I-2 General Industry to R-4 Multifamily Low Density Residential.** 334 N. 14th Street, parcel number 24-23-476-002, is a single-family home which is currently zoned I-2, General Industry. The petitioner is requesting to rezone/amend the zoning map of the subject property from I2 General Industry to R-4 Multi Family Low Density Residential. The reason for the request to rezone to an R-4 is because the current and

past use of the property is single family residential and to secure financial lending to purchase the property, it must be zoned appropriately as residential. The property is surrounded by I-2 General Industry to the north, south and west and R-4 to the east. On Monday, April 7, 2025, the Planning and Zoning Commission held a public hearing and voted 6-0 to approve the rezone. Michelle Pease, Community Development Director, was available for questions. Motion made by Councilor Shaw-Dickey, Seconded by Councilor D. McDermott, **"I move Ordinance 2025-14, an Ordinance Rezoning 334 N. 14th Street, Parcel 24-23-476-002 from I-2 General Industry to R-4 Multifamily Low Density Residential, be approved."** Voting Yea: T. McDermott, Hayes, D. McDermott, Shaw-Dickey, Arteaga, Valdivieso, and Mayor Bearrows. Nay: None. Motion passed 7-0.

5. **An Ordinance Approving a Special Use Permit for Well #13 on Parcel # 25-17-100-010.** The City of Rochelle is seeking a proposed special use permit to build public infrastructure (utilities) for Well #13 on parcel #25-17-100-010. This parcel is located directly east of 915 Technology Parkway. The new well will mitigate pressure issues on the northeast side of Rochelle and allow for development. The property is approximately 2.04 acres and is currently vacant land owned by the City of Rochelle. The subject property is zoned B-2 Highway Commercial. Per Division 7, Sec. 110-160 District Use Classification List, Utilities in a B-2 requires a special use. On Monday, April 7, 2025, the Planning and Zoning Commission held a public hearing and voted 6-0 to approve the special use. Michelle Pease, Community Development Director, was available for questions. Motion made by Councilor T. McDermott, Seconded by Councilor Hayes, **"I move Ordinance 2025-15, an Ordinance Approving a Special Use Permit for Well #13 on Parcel 25-17-100-010, be approved."** Voting Yea: T. McDermott, Hayes, D. McDermott, Shaw-Dickey, Arteaga, Valdivieso, and Mayor Bearrows. Nays: None. Motion passed 7-0.
6. **Recommendation to accept resolution approving an Amendment to the Personnel Manual (City of Rochelle Employee Handbook).** 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. The request is regarding a stipend for staff's use of personal cell phones for business-related items during business hours. This is being proposed as an alternative to radio upgrades and is projected to save both time and money while increasing efficiency and securing safety for our staff. This alternative is for hourly workers to receive once a month as part of their pay, similarly to a clothing allowance. The proposed amount of \$30 a month represents the decrease in time and expectation compared to salary workers receiving a reimbursement. Hourly workers should not be participating in work related tasks outside of working hours unless pre-approved for overtime. The difference in amount and difference between reimbursement and stipend reflects the difference in exempt vs. nonexempt. The PD has an alternative plan for hourly employees and are not currently taking part in this policy. Outside of those departments we have anywhere from 40-46 employees eligible for this stipend. The proposed expenditure reflects the highest potential cost annual to be split between appropriate departments. The updated version can be found in Chapter 5 Article P, which is attached as supplemental documentation to this memo. Human Resource Director Jillian Condon was available for questions. Motion made by Councilor D. McDermott, Seconded by Councilor Valdivieso, **"I move Resolution R2025-24, a Resolution to Amend the 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.
7. **An Ordinance Amending Section 93 Article IV - Hotel Tax - of Chapter 90 Taxation, of the Rochelle Municipal Code.** The current municipal code allows for a 5% late fee for hotel/motel tax payments made after the 15th of each month. Staff recommends moving the due date for payments to the 20th of each month to allow for any potential mail delays. The code also incorrectly refers to section 6221 of the internal revenue code which should be listed as section 6621. This section refers to interest accrued on late fees. Jenny Thompson, Director of Community Engagement/Assistant to

the City Manager, was available for questions. Motion made by Councilor T. McDermott, Seconded by Councilor Shaw-Dickey, **"I move Ordinance 2025-16, an Ordinance Amending Section 93 of Article IV - Hotel Tax, of Chapter 90 Taxation, of Rochelle Municipal Code, be approved."** Voting Yea: T. McDermott, Hayes, D. McDermott, Shaw-Dickey, Arteaga, Valdivieso, and Mayor Bearrows. Nays: None. Motion passed 7-0.

8. **An Ordinance Accepting and Approving the Proposal from Bruns Construction, Inc. for the 2025 Rochelle Sidewalk and Pedestrian Paths Capital Improvement Program.** The annual sidewalk/pedestrian path Capital improvements project, as administered by the Engineering Department, provides for the replacement of existing sidewalks and/or constructs new sidewalks and pedestrian paths and other related items throughout the City. The program provides for improved accessible pedestrian access routes including ramps for the disabled and other users. This is part of an effort to continuously improve our pedestrian network for all users and meet certain ADA and PROWAG standards. The program is primarily funded through the Utility Tax Fund (UTF), established 25 years ago, to annually address the needed and required upgrades to the City's pedestrian sidewalk system, associated curb and gutter replacement, street pavement restoration and landscaping restoration. Since its inception, over 1,200,000 square feet of sidewalk and/or other pedestrian paths, concrete curb and gutter, and hundreds of accessibility ramps have been improved through replacement and/or new construction. The UTF has been utilized to supplement new sidewalk, pedestrian path, curb and gutter, and storm sewer and inlet/manhole construction on multiple roadways, bridge, storm sewer and City Street urbanization/reconstruction projects. The project plans and specifications were developed by the City Engineering Department and advertised in the Rochelle News leader and on the City website. Bids were publicly opened and read aloud on April 3rd at 11:30 am for the above referenced project. Separate bids were received as follows:
- Bruns Construction, Inc. submitted a bid for making the entire improvements in the amount of \$340,987.26
 - Triggs Construction, Inc. submitted a bid for making the entire improvements in the amount of \$366,725.00
 - AA Construction Concrete, Inc. submitted a bid for making the entire improvements in the amount of \$374,962.00
 - Elliott & Wood, Inc. submitted a bid for making the entire improvements in the amount of \$494,239.75
 - Stenstrom Excavation and Blacktop submitted a bid for making the entire improvements in the amount of \$540,016.75

The lowest bid is approximately 13% lower than the Engineer's estimated costs for the project. The project is funded with UTF, administered by the Engineering Department. A transfer from the FY25 UTF #18-00 will be made to the FY 25 CIP fund to cover costs associated with the project. The City will purchase detectable warning plates, storm inlets/manholes, hot mix asphalt, aggregate base course and pavement striping materials for use on the project. These materials will be used by the Public Works Department crews to provide HMA pavement replacement/ patching restoration along new curb and gutter sections and within or adjacent to the project limits. Furthermore, given the favorable contract unit prices for multiple construction items it is recommended that approval be given to the City Manager and/or the City Engineer to negotiate further change order work, not to exceed \$48,000, within the proposed contract to facilitate other improvements and upgrades to sidewalks and streets adjacent to this project or within the City limits. It is anticipated the construction project will be substantially complete by the end of September 2025. However, additional time will be granted for any additional work. Sam Tesreau, City Engineer, was available for questions. Motion made by Councilor Valdivieso, Seconded by Councilor Shaw-Dickey, **"I move Ordinance 2025-17, an Ordinance Accepting and Approving the Proposal from Bruns Construction, Inc. for the 2025 Sidewalk and Pedestrian Paths Capital Improvement Program, 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: None.

IX. ADJOURNMENT: Motion made by Councilor D. McDermott, Seconded by Councilor Valdivieso, **"I move the Council adjourn."** Voice vote all in favor. Motion passed 7-0

John Bearrows, Mayor

Rose Huéramo, City Clerk