



**DEKALB CITY COUNCIL AGENDA  
REGULAR MEETING  
NOVEMBER 22, 2021  
6:00 P.M.**

DeKalb Public Library  
Yusunas Meeting Room  
309 Oak Street  
DeKalb, Illinois 60115

**COVID-19 Notice: The corporate authorities of the City of DeKalb intend to conduct this meeting in-person with a physically present quorum that is open to the public and in compliance with all applicable public health requirements. All persons attending this meeting are recommended, but not required, to wear protective face masks/coverings.**

**A. CALL TO ORDER AND ROLL CALL**

**B. PLEDGE OF ALLEGIANCE**

**C. APPROVAL OF THE AGENDA**

**D. PUBLIC PARTICIPATION**

**E. PRESENTATIONS**

1. Trash Squirrels Recognition.

**F. APPOINTMENTS**

1. [Initial Appointment of Justin Carlson to the Citizen Police Review Board for a One-Year Term from January 1, 2022, through December 31, 2022.](#)
2. [Initial Appointment of Maurice McDavid to the Citizen Police Review Board for a One-Year Term from January 1, 2022, through December 31, 2022.](#)
3. [Initial Appointment of Kate Noreiko to the Citizen Police Review Board for a Two-Year Term from January 1, 2022, through December 31, 2023.](#)
4. [Initial Appointment of Veronica Origel to the Citizen Police Review Board for a Two-Year Term from January 1, 2022, through December 31, 2023.](#)
5. [Initial Appointment of John Walker to the Citizen Police Review Board for a Two-Year Term from January 1, 2022, through December 31, 2023.](#)
6. [Appointment of Dakota Burke of the DeKalb County Health Department as an Ex-Officio Member of the Citizens' Environmental Commission.](#)

## G. APPROVAL OF THE MINUTES

1. **Minutes Submitted by the City Clerk**
  - a. [Minutes of the Regular City Council Meeting of August 23, 2021.](#)
  - b. [Minutes of the Regular City Council Meeting of September 13, 2021.](#)
  - c. [Minutes of the Regular City Council Meeting of September 27, 2021.](#)
  - d. [Minutes of the Regular City Council Meeting of October 25, 2021.](#)
2. **Minutes Submitted by the Executive Assistant**
  - a. [Minutes of the Regular City Council Meeting of August 23, 2021.](#)
  - b. [Minutes of the Regular City Council Meeting of September 13, 2021.](#)
  - c. [Minutes of the Regular City Council Meeting of September 27, 2021.](#)
  - d. [Minutes of the Regular City Council Meeting of October 25, 2021.](#)
  - e. [Minutes of the Regular City Council Meeting of November 8, 2021.](#)

## H. CONSENT AGENDA

1. [Accounts Payable and Payroll through November 22, 2021, in the Amount of \\$4,622,544.25.](#)
2. [Investment and Bank Balance Summary through September 2021.](#)
3. [Year-to-Date Revenues and Expenditures through September 2021.](#)
4. [Freedom of Information Act \(FOIA\) Report – October 2021.](#)

## I. PUBLIC HEARINGS

1. **Public Hearing: 2021 Annual City and Library Public Levies** ([Click here for additional information](#))

City Manager's Summary: On November 8, the City Council held a public hearing on the proposed 2021 City property tax levy. This public hearing invites public comment on the aggregate City levy which includes the DeKalb Public Library levy. The "black box" notice has been published and is included in its entirety on the following page:

**NOTICE OF PROPOSED PROPERTY TAX LEVY INCREASE  
FOR THE  
CITY OF DEKALB  
AND THE  
DEKALB PUBLIC LIBRARY**

1. A public hearing to approve a proposed property tax levy increase for the City of DeKalb, Illinois for 2021 (for taxes paid in 2022) will be held on Monday, November 22, 2021, at 6:00 p.m. at the DeKalb Public Library, 309 Oak Street, in the Yusunas Meeting Room, DeKalb, Illinois.

Any person desiring to appear at the public hearing and present testimony to the DeKalb City Council may contact Ruth Scott, Executive Assistant, at the DeKalb City Hall, 164 E. Lincoln Highway, DeKalb, Illinois, at (815) 748-2090.

2. The corporate and special purpose property taxes extended or abated for 2020 were \$8,888,834. The proposed corporate and special purpose property taxes to be levied for 2021 are \$9,546,025. This represents a 7.39% increase over the previous year.
3. The property taxes extended for debt service and public building commission leases for 2020 were \$0.00. The property taxes extended for debt service and public building commission leases for 2021 are \$0.00. This represents a 0% increase over the previous year.
4. The total property taxes extended or abated for 2020 were \$8,888,834. The estimated total property taxes extended or abated for 2021 are \$9,546,025. This represents a 7.39% increase over the previous year.

What does the statutory language in the “black box” notice mean? The following notes spell out the impacts of the proposed City and Library levies:

**City of DeKalb Property Tax Levy:**

1. The 2021 DeKalb Township multiplier is 1.0162.
2. The projected new construction for 2021 is \$74,084,443.50. This includes recovered TIF value in the amount of \$59,148,535 as a result of the termination of the Central Area TIF District; \$11,735,908.50 in combined taxable EAV from the Ferrara Distribution Center and Packaging Center (50% of the EAV gain as a result of a 50% property tax abatement); and a projected \$3,200,000 in additional new EAV from other new residential, commercial and industrial construction.

3. The DeKalb County Assessment Office has now estimated the City's 2021 rate-setting EAV to be \$708,207,670. The Property Tax Appeal Board which considers appeals of property assessments has just begun its annual work, but each year the City is prudent to make some adjustment in the estimate of city-wide EAV to allow for successful appeals. Based on notices copied to the City thus far, a 1.5% adjustment is prudent, and is close to our October **rate-setting estimate of \$696,563,133 in EAV**. It is recommended that the Council use this number in the calculation of the City's estimated tax rate. If the City-wide EAV is found to be larger as all appeals are completed, the taxpayer will only benefit in terms of a further reduction of the City rate in the spring of 2022.
4. **The proposed City levy for 2021 is \$6,845,317. This does not include the Library levy of \$2,700,708. Further, special service area levies will be abated.**
5. **The estimated 2021 City Tax Rate of 0.98273** (\$6,845,317 divided by \$696,563,133) **is 8.04% lower than the 2020 City rate of 1.06868 per \$100 EAV**. The table below illustrates the trend in actual City tax dollars paid by a local homeowner if the proposed rate is 0.98273:

Year	Base EAV	Twp Multiplier	New EAV	Homestead	Final EAV	DeKalb Rate	DeKalb Tax
2019	\$97,906	1.0351	\$101,343	-\$6,000	\$95,343	1.1549	\$1,101.11
2020	\$101,343	1.0409	\$105,488	-\$6,000	\$99,488	1.06868	\$1,063.21
2021	\$105,488	1.0162	\$107,197	-\$6,000	\$101,587	0.98273	\$994.49

**DeKalb Public Library Property Tax Levy:**

1. The Library levy is a "pass-through" levy that is voted by the DeKalb Public Library Board. The DeKalb City Council cannot vote to approve or modify the Library levy.
2. The proposed DeKalb Public Library levy for 2021 is \$2,700,708. The estimated Library rate based on an EAV of \$696,563,133 is 0.38772. This is the same rate as in 2020. The table below illustrates the trend in actual Library tax dollars paid by a local homeowner if the proposed rate is 0.38772:

Year	Base EAV	Twp Multiplier	New EAV	Homestead	Final EAV	Library Rate	Library Tax
2019	\$97,906	1.0351	\$101,343	-\$6,000	\$95,343	0.38683	\$368.82
2020	\$101,343	1.0409	\$105,488	-\$6,000	\$99,488	0.38772	\$385.74
2021	\$105,488	1.0162	\$107,587	-\$6,000	\$101,197	0.38772	\$392.36

Library officials and City officials including Mayor Barnes have met to discuss how the Library might reduce its levy to assure that there would be no increase in out-of-pocket tax dollars from local citizens when the 2021 Library taxes are due in the spring of 2022. These talks have been lively and constructive. Further talks are likely to take place in the next few weeks and before final levy decisions must be made under state statute.

**Aggregate City of DeKalb and DeKalb Public Library Levies:**

1. The proposed City of DeKalb property tax levy of \$6,845,317 is \$322,810 (+4.95%) greater than the City property tax levy of \$6,522,507 in 2020.
2. The proposed DeKalb Public Library property tax levy of \$2,700,708 is \$334,330 (+14.13%) greater than the Library levy of \$2,366,378 in 2020.
3. The combination of the proposed City and Library levies in 2021 is \$9,546,025, an increase of \$657,191 (+7.39%) over the combined levies (\$8,888,834) in 2020.

**J. CONSIDERATIONS**

**1. Consideration of the Exemplary Career of Retiring Fire Chief Jeff McMaster.**

City Manager's Summary: On November 27, Fire Chief Jeff McMaster will conclude an exemplary career with the DeKalb Fire Department. Chief McMaster started with the DeKalb Fire Department on November 27, 1995, as a probationary firefighter. In the Operations Division, Jeff rose to the rank of Lieutenant/Paramedic in 2004 and served in that capacity until 2009 when he was promoted to the rank of Captain. He served as Captain until 2012 when he was promoted to the rank of Battalion Chief. In 2013, Jeff was promoted to the Administrative Division as Assistant Fire Chief of Training (2013-2017). In 2017, Jeff was appointed Deputy Fire Chief of Operations. After the retirement of former Fire Chief Eric Hicks, Jeff was appointed to interim Fire Chief on November 30, 2018. On February 1, 2019, the City Manager appointed Jeff to the position of full-time Fire Chief.

Chief McMaster's interests throughout his career have been hazardous materials, public education, and fire service training. He is a long-time member of the MABAS Division 6 Hazardous Materials Team and the Fire Department Public Education Team, both of which he served as coordinator for many years.

During his career, Jeff has obtained numerous certificates through the Office of the Illinois State Fire Marshal, FEMA, and has maintained his paramedic licensure. Also, in 2017, Jeff graduated from the Executive Fire Officer Program through the National Fire Academy in Emmitsburg, Maryland.

Fire Chief McMaster has earned our abiding gratitude for his dedicated service in behalf of a grateful City organization.

**K. RESOLUTIONS**

**1. Resolution 2021-100 Appropriating the Sum of \$1,825,000 of Motor Fuel Tax Funds for Maintaining Various Streets and Highways Under the Applicable Provisions of the Illinois Highway Code (Section 22-00000-00-GM) from January 1, 2022, through December 31, 2022.**

City Manager's Summary: The Illinois Department of Transportation (IDOT) requires municipalities to pass a resolution estimating total expenditures of Motor Fuel Tax (MFT) funds for general street maintenance for the upcoming fiscal year. It is estimated that \$1,825,000 will be available for road salt, engineering services, electricity for

streetlights/traffic signals, and street resurfacing. The table below summarizes the anticipated MFT expenditures budgeted for 2022:

<b>Operation</b>	<b>Estimated Costs</b>
Road Salt	\$250,000
Engineering Services	\$175,000
Electricity – Street Lights and Traffic Signals	\$300,000
Street Supplies	\$100,000
Street Resurfacing	\$1,000,000
<b>Total</b>	<b>\$1,825,000</b>

**City Council approval is recommended.** ([Click here for additional information](#))

**2. Resolution 2021-101 Authorizing a Supplemental Professional Services Agreement with Engineering Enterprises, Inc. for Engineering Design of Lincoln Highway Lane Reconfiguration in an Additional Amount Not to Exceed \$32,066.**

City Manager's Summary: For about two years, the City has been working with the Illinois Department of Transportation (IDOT) on a design for the reconfiguration of Lincoln Highway between First Street and Fourth Street. Such work requires full permitting from IDOT which owns the right-of-way. Although project plans were submitted for permit review in May of 2020, and multiple iterations of the plans have been submitted in support of the permit request, IDOT recently raised the prospect of a concurrent review and approval from the Union Pacific Railroad which crosses Lincoln Highway at the eastern terminus of the proposed reconfiguration. It is estimated that such review could delay the project by as much as 16-18 months and would require considerable additional expense in terms of engineering and construction supervision.

If the reconfiguration ends short of the UPRR area of influence, which is about midway between Third and Fourth Streets, the UPRR review and concurrence would not be necessary. Accordingly, the City Manager and City Engineer Zac Gill strongly recommend a timely re-drafting of the final plans to meet the IDOT permitting cycle in the early spring of 2022. This will require an addition to the scope of the current contract with Engineering Enterprises in the amount of \$32,066. A conceptual rendering of the changed design for the 300 block of Lincoln Highway is attached.

**City Council approval is recommended.** ([Click here for additional information](#))

**3. Resolution 2021-102 Authorizing the Waiver of Competitive Bidding and Award of a Contract to Stryker Powered System and Stair Chairs in an Amount Not to Exceed \$350,000.**

City Manager's Summary: In 2009, the DeKalb Fire Department placed into service Stryker patient cots and stair chairs on all the Department's front-line and reserve ambulances. At the time, Stryker was, and still is, the leading developer and manufacturer of such equipment. The current cots and stair chairs are now functionally obsolete and require regular repair. Apart from supply chain delays that have become routine in many product areas, the search for replacement parts which are no longer manufactured is becoming difficult.

Fire Chief McMaster has proposed the replacement of the Department's inventory with the Stryker Power-LOAD system. Currently, Fire personnel must bear and hold the weight of the cot and patient while the stretcher legs are raised into a loading position before pushing the patient into the ambulance. This sequence requires two paramedics to lift and hold 200-700+ pounds of weight each time. Stryker offers a patient loading system that lifts and carries this weight with practically no exertion by Fire personnel. This system will almost eliminate the chance of an employee injury while loading and unloading the patient from the ambulance.

Altogether, the Fire Department is seeking Council approval of the following:

- The purchase of six (6) Stryker Power-PRO XT cots with a lifting capacity of 700 lbs. each.
- The purchase of six (6) Stryker MTS Power-LOAD devices installed in the ambulances with a lifting capacity of 820 lbs. each.
- The purchase of six (6) Stair-PRO Model 6252 stair chairs used to assist Fire personnel in maneuvering and lifting patients to the waiting ambulance, up and down stairs, and from other precarious positions where the patients cannot move themselves.
- The purchase of the Stryker ProCare comprehensive maintenance agreement to maintain all Power Load Systems, cots, batteries, and charging equipment to supplement the manufacturer warranty for a total of eight (8) years. The stair chairs will receive annual preventative maintenance for seven (7) years on top of a one-year manufacturer warranty for a total of (8) years.
- A related contract with Fire Service, Inc. of Naperville, Illinois to install the Power-LOAD system into each ambulance.

Stryker has announced a price increase of eight percent (8%) on January 1, 2022. If the Council approves this purchase, the City will realize a savings of \$27,191.95. Since the lead time for delivery is approximately four (4) months and our budget is not committed until the receipt of the merchandise, the Council would be approving a FY2022 purchase, which will be funded by the new Fund 130 (GEMT Fund). Further, Stryker's payment policy allows the City to sign an agreement in 2021 and make its net 30-day payment after delivery of the equipment in 2022.

In 2020, the City applied to the Illinois Department of Healthcare and Family Services (HFS) to participate in the Ground Emergency Medical Transport (GEMT) program which provides supplemental reimbursement to Fire Departments for the care and transport of Medicaid patients to the hospital. Revenue from these medical transports will be deposited into the GEMT Fund (Fund 130). Funds from the Equipment GL# 130-00-00-86000 in Fund 130 will eventually be used to finance this purchase.

**City Council approval is recommended.** ([Click here for additional information](#))

## **L. ORDINANCES – SECOND READING**

- 1. Ordinance 2021-044 Authorizing the 2021 Levy and 2022 Collection of Taxes in and for the Corporate and Municipal Purposes and Special Service Areas of the City of DeKalb for Fiscal Year 2022.**

City Manager's Summary: This ordinance was considered by the City Council on first reading only on November 8. It would establish a corporate levy of \$6,845,317 that includes \$3,720,878 to partially meet the City's Fire pension obligations and \$3,124,439 to partially meet the City's Police pension obligations. Based on a projected rate-setting City-wide EAV of \$696,563,113 this levy should result in a City tax rate of 0.98273%, a 8.04% decrease from the 2020 City rate of 1.06868%.

The City will not levy for its IMRF obligations, Social Security obligations, general corporate purposes, or the Library GO bond obligation. These obligations will be paid from other General Fund revenues – primarily sales and use taxes.

The City's aggregate levy includes a pass-through amount (\$2,700,708) for DeKalb Public Library operations. The aggregate 2021 City levy is displayed in the table below:

2021 Aggregate & Special Purpose Levies	2020 Tax Levy Extensions (\$)	2021 Tax Levy After Abatements (\$)	Increase / Decrease Over Prior Year's Extension (\$)	Increase / Decrease Over Prior Year's Extension (%)
Corporate	\$0	\$0	\$0	0.00%
IMRF	\$0	\$0	\$0	0.00%
Social Security	\$0	\$0	\$0	0.00%
Fire Pension	\$3,569,403	\$3,720,878	\$151,475	4.24%
Police Pension	\$2,953,053	\$3,124,439	\$171,386	5.8%
Public Library (pass-through)	\$2,366,378	\$2,700,708	\$334,330	14.13%
<b>Total Aggregate &amp; Special Purpose Levy</b>	<b>\$8,888,834</b>	<b>\$9,546,025</b>	<b>\$657,191</b>	<b>7.49%</b>

In 2021, the City will also levy for six special service areas (SSA), a decrease of one as compared with the 2020 levy (the 924 Greenbrier water debt – SSA #28 – has been redeemed). SSA #29 was activated in April 2020 to fund road repairs in the Market Square Shopping Center. SSA #30 was activated in December 2020 to fund public safety and security improvements at Hunter Ridgebrook. All other SSAs are levied at the same amounts as 2020 and are detailed in the following table:

2020 Estimated Tax Levy	2020 Tax Levy Extensions (\$)	2021 Tax Levy After Abatements (\$)	Increase / Decrease Over Prior Year's Extension (\$)	Increase / Decrease Over Prior Year's Extension (%)
<i>Special Service Area Levies</i>				
SSA #3 - Heritage Ridge	\$1,000	\$1,000	\$0	0.00%
SSA #4 - Knolls	\$5,501	\$5,500	\$0	0.00%
SSA #6 - Greek Row	\$16,400	\$15,500	\$0	-5.5%
SSA #14 - Heartland Fields	\$2,500	\$2,500	\$0	0.00%
SSA #28- 924 Greenbrier	\$8,704	\$0	-\$8,704	NA
SSA #29 - Market Square	\$200,000	\$50,000	-\$150,000	-75%
SSA #30 - Hunter Ridgebrook	\$100,000	\$50,000	-\$50,000	-50%
<b>Total Special Service Area Levies</b>	<b>\$334,105</b>	<b>\$124,500</b>	<b>-\$209,605</b>	<b>-62.74%</b>



The City is also required to levy for the principal and interest of bonds issued by the municipality. It is standard practice to abate all debt service levies immediately after their adoption, with the exception of debt related to the 2013 Library expansion project. **For the 2021 levy year, the debt service payment (approximately \$495,000) for the Library debt will be paid from General Fund revenues, as in the 2020 levy year, in order to hold the City tax rate down.**

**City Council approval on Second Reading is recommended.** ([Click here for additional information](#))

**2. Ordinance 2021-045 Abating the 2021 Tax Levy for the Debt Service of the General Obligation Corporate Purpose Bonds of the City of DeKalb.**

City Manager's Summary: This ordinance was also considered on first reading on November 8. When a municipality issues bonds, a Bond Order is filed with the County Clerk that determines the amount to be levied each year until the bond is paid off. The City currently holds a number of bonds which automatically levy property taxes for the debt service. It has been the past practice of the City to use other revenue sources to pay for annual principal and interest payments. As a result, the City is able to abate the taxes levied for debt upon approval of the annual tax levy. Historically, the only debt payment that is not abated is the principal and interest for the 2013 Library expansion project (approximately \$495,000 in 2021). While this debt is actually paid by the Library, the debt issuance is in the City's name and the City has historically levied these dollars. In 2021, as in 2020, the Library GO debt service will be levied and abated by the City. The City will transfer General Fund dollars to the City Library Fund and thence to the Library.

For the 2020 tax year, the General Fund's general obligation debt service levies were adjusted for one year by the Refunding Bond of 2020, approved by the Council on September 28, 2020 (Ordinance 2020-063). **The 2020 Refunding Bond "scooped" the January 1, 2021, and July 1, 2021, debt service on four of the City's GO bonds payable from the General Fund and "tossed" them to 2028, 2029, and 2030 when the principal was sharply less. This resulted in one fiscal-year hiatus in GO debt payments to digest the harsh fiscal impacts of the COVID-19 pandemic. In FY20022, the GO debt service returns.**

The outstanding bonds are identified below:

- **GO Refunding Bonds of 2010C.** In December 2010, the City issued \$5,415,000 of General Obligation Refunding Bonds to refinance prior debt at a lower interest cost. The original obligations were issued to finance storm sewer construction, road reconstruction, park land, and initial costs for the Police station.
- **GO Bonds of 2012A.** In October 2012, the City issued \$9,905,000 of G.O. Refunding Bonds for the purpose of construction of the new Police Station on West Lincoln Highway.
- **GO Bonds of 2013B.** In June 2013, the City issued \$2,380,000 of G.O. Bonds for the purpose of completing construction of the new Police Station.

- **GO Refunding Bonds of 2019.** In October 2019, the City issued \$3,925,000 of G.O. Refunding Bonds to refinance the 2010B bonds at a lower interest cost.
- **GO Refunding Bond of 2020.** On November 19, 2020, the City issued \$1,900,000 of GO Refunding Bonds. The debt impact of the Refunding Bond of 2020 based on the fiscal year is provided in the table below:

<b>General Fund Supported Debt</b>			
<b>Fiscal Year</b>	<b>Principal</b>	<b>Interest</b>	<b>Aggregate</b>
2020	\$1,380,000	\$371,532	\$1,751,532
2021	\$0	\$0	\$0
2022	\$1,535,000	\$318,291	\$1,853,291
2023	\$1,595,000	\$256,919	\$1,851,919
2024	\$1,650,000	\$212,841	\$1,862,841
2025	\$1,680,000	\$181,121	\$1,861,121
2026	\$1,715,000	\$148,782	\$1,863,782
2027	\$1,750,000	\$115,256	\$1,865,256
2028	\$1,375,000	\$83,244	\$1,458,244
2029	\$1,405,000	\$52,211	\$1,457,211
2030	\$1,440,000	\$18,000	\$1,458,000
Total	\$15,525,000	\$1,758,197	\$17,283,197

The table below portrays the GO Bond debt service that will be abated in levy year 2021:

Collection Year		2021		2022	
Debt Service Payments Included		7/1/21 & 1/1/22		7/1/22 & 1/1/23	
		6/1/21 & 12/1/21			
		2020 Levy Year		2021 Levy Year	
Series	Fund	Levy	Abatement	Levy	Abatement
2010A	TIF	\$1,190,800.00	100%	\$0.00	100%
2010C	General Fund	\$795,545.00	100%	\$683,055.00	100%
2012A	General Fund	\$65,340.63	100%	\$895,681.26	100%
Library Levy in 2019					
2013A	General Fund in 2020	\$490,625.00	100%	\$490,875.00	100%
2013B	General Fund	\$756,175.00	100%	\$0.00	100%
2014	Water/Airport Funds	\$0.00	-	\$0.00	-
2019	General Fund	\$70,535.50	100%	\$255,434.00	100%
2020	General Fund	\$23,055.00	100%	\$46,110.00	100%

**The TIF General Obligation Refunding Bonds of 2010A have now been retired.** The last year of debt service (2021) on the 12-year amortization schedule will be paid from TIF #1 before the TIF #1 termination on December 31, 2021.

**City Council approval on Second Reading is recommended.** [\(Click here for additional information\)](#)

**M. ORDINANCES – FIRST READING**

**1. Ordinance 2021-047 Approving a Plat of Vacation for Northland Plaza Resubdivision No. 3 (B33 Northland Plaza, LLC).**

City Manager's Summary: As Planning Director Dan Olson explains in his background memorandum, the owner of the Northland Plaza Shopping Center, B33 Northland Plaza LLC, has requested approval of a Plat of Vacation for a portion of a 30-foot-wide utility easement that runs behind the main building along the east side of the site. The owner would like to vacate a 7' by 106' foot portion of the easement that partially goes under the building. The request reflects a concern by TJ Maxx regarding their lease and use of the building interior. There are no utilities in the portion of the easement that would be vacated.

The applicant has contacted all the utility companies and has received releases from the City (water), KWRD (sanitary sewer) Comcast, MetroNet, Frontier and AT&T. The applicant is in the process of obtaining approvals from NICOR and ComEd and doesn't expect to have any issues. However, the staff and the Planning and Zoning Commission recommend approval of the Plat subject to all utility company releases being obtained prior to the recording of the Plat.

The Planning and Zoning Commission discussed the Plat at their meeting on November 15, 2021. By a vote of 4-0 the Commission recommended approval of the Plat of Vacation for Northland Plaza Resubdivision No. 3 dated 11-4-21 as prepared by JLH Land Surveying, Inc. and shown on Exhibit A of the staff report subject to all utility company releases being obtained prior to the recording of the Plat.

**City Council approval of the Planning & Zoning Commission recommendation is requested. The petitioner has requested Council action on first and second reading. ([Click here for additional information](#))**

**2. Ordinance 2021-048 Approving a Special Use Permit for a Self-Service Storage Facility with Interior Unit Access to be Located at 1700 Sycamore Road (DeKalb – Harlem, LLC).**

City Manager's Summary: The petitioner has requested the City's consideration of a new use for a vacant, 20,000 square foot space in the DeKalb Shopping Center that has not been leased since 2015. Once the location of the northside Eagle shopping center, the space is on the fringe of the more dynamic Market Square retail center to the north, and the depth of the space makes it economically infeasible to subdivide for "storefront" retail uses such as those which occupied the shopping center in the 1990s. The petitioner is interested in creating an interior, climate-controlled and secure self-service storage facility – a use which the petitioner has successfully leased for a number of years in a similarly underutilized shopping center in the Rockford area.

The proposed facility would offer multiple sizes of indoor storage units with each unit having its own lockable metal roll-up door. The size of the self-storage units would range from approximately 30 sq. ft. to 300 sq. ft. The business would not be regularly staffed by an employee because there would be secured electronic access for all renters. The applicant's summary documents indicate there will be regular janitorial and maintenance service at the facility. There will be no modifications to the exterior

of the building, except for a wall sign. No goods will be offered for retail sale and the storage of hazardous materials will be strictly prohibited.

Adequate parking is already provided, the parking lot is striped, and all handicap signage is in place. There is a total of 332 parking spaces (311 in the front and 21 behind the building) in the shopping center, which is much more than adequate for the use, which will have very little regular parking demand. It is estimated that there would be about 15 visitors a day during the week and 20-25 visitors a day on the weekends. The Planning and Zoning Commission held a public hearing regarding the petition at their meeting on November 15, 2021. By a vote of 4-0 the Commission recommended City Council approval of a special use permit for a “self-service storage facility, interior unit access” to be located at 1700 Sycamore Road as indicated on Exhibit A of the staff report dated 11-10-21.

**City Council approval of the Planning & Zoning Commission recommendation is requested. The petitioner has requested Council action on first and second reading.** ([Click here for additional information](#))

- 3. Ordinance 2021-049 Amending Chapter 2 “City Council”, Section 2.12 “Rules of Order and Procedure”, and Chapter 3 “City Administration”, Section 3.14 “City Clerk”, as it Pertains to the Appointment of a Recording Secretary to the City Council.**

City Manager’s Summary: At the last regular Council meeting of November 8, the Council unanimously supported a recommendation to appoint Executive Assistant Ruth Scott the Council’s Recording Secretary, to assure that the minutes of Council proceedings in regular session, executive session, and special session will be professionally completed and submitted in a timely fashion.

The proposed amendment to Chapter 3 does not revise the enumerated City Clerk duties established on October 14, 2019 (Ordinance 2019-059). The exact change is redlined in the passage below:

Duties of the Executive Assistant. The full-time duties of the Executive Assistant shall include, but are not limited to: acting as the Recording Secretary to the City Council by taking and preparing minutes of the City Council’s proceedings; faithfully recording the results of resolutions, ordinances and other actions approved by the City Council in said minutes; overseeing the review, approval and release of all Executive Session minutes; attesting the Mayor’s signature on resolutions, ordinances, agreements and other documents approved by the City Council; recording copies of City ordinances, resolutions and other documents as needed with the County Clerk’s Office; certifying copies of City ordinances, resolutions and other documents; codifying the City’s Municipal Code; keeping one of the City’s corporate seals; affixing the City’s corporate seal to a variety of documents; processing and finalizing new and renewal licenses and permits; monitoring Open Meetings Act (OMA) training for City Council, City staff and all members of the City’s boards, commissions and committees as OMA Officer; annually preparing the Economic Benefit Statement for submission to the County Clerk’s office; notifying all persons appointed to offices within five days after the appointment is made; maintaining and overseeing official originals and copies of all the

City's ordinances, resolutions, agreements, agenda packets and a variety of other miscellaneous documents; overseeing bidding processes as needed; preparing the annual Schedule of Meetings; posting approved City Council minutes, and approved and released Executive Session minutes to the City's website; attesting and notarizing signatures for the Mayor and City Manager; and performing all duties listed under "b) City Clerk Duties" to the same extent as if done by the City Clerk personally in the City Clerk's absence.

**City Council approval is recommended.** ([Click here for additional information](#))

**4. Ordinance 2021-050 Amending Chapter 51 "Traffic", Schedule C "Parking Prohibited", and Schedule I "Snow Emergency Routes", as it Pertains to Establishing Snow Route Designation and School Zone Set-Backs on Barb Boulevard.**

City Manager's Summary: As the Council will recall, the residents of Barb Boulevard asked the Council's help in finding solutions to a variety of parking issues. The Council responded last Spring and promised some additional signage to alert visitors to parking restrictions after a two-inch snowfall. The attached ordinance establishes a snow route provision for the entire street to allow Public Works to maintain safer roadways in inclement winter weather. Additionally, the ordinance contains a minor adjustment to limit parking near a student crosswalk serving Huntley Middle School students. This will result in the loss of a single parking space floating between a "No Parking" area and a fire hydrant. Such action will keep the crossing visible and safe.

**City Council approval is recommended.** ([Click here for additional information](#))

**N. REPORTS AND COMMUNICATIONS**

- 1. Council Member Reports.**
- 2. City Manager Report.**

**O. EXECUTIVE SESSION**

**Approval to Hold an Executive Session in Order to Discuss:**

- 1. The Purchase or Lease of Real Property as Provided for in 5 ILCS 120/2(c)(5).**
- 2. Executive Session Minutes as Provided for in 5 ILCS 120/2(c)(21).**

**P. ADJOURNMENT**

[REGULAR AGENDA PACKET – NOVEMBER 22, 2021](#)