



**DEKALB CITY COUNCIL AGENDA
REGULAR MEETING
February 14, 2022
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. Pursuant to Governor Pritzker's Executive Orders 21-22 and 22-05, all persons attending this meeting who are age two or over and able to medically tolerate a face covering (a mask or cloth face covering) shall be required to wear protective face masks/coverings.

A. CALL TO ORDER AND ROLL CALL

B. PLEDGE OF ALLEGIANCE

C. APPROVAL OF THE AGENDA

D. PRESENTATIONS

None.

E. PUBLIC PARTICIPATION

F. APPOINTMENTS

- 1. Appointment of Acting Fire Chief Mike Thomas to the Foreign Fire Insurance Tax Board and the Fire Pension Board Until No Longer Acting Fire Chief.**
- 2. Appointment of [Linda Babcock](#) and [James Briscoe](#) to the Finance Advisory Committee, Each for the Completion of a Four-Year Term through December 31, 2025.**
- 3. Reappointment of Max Maxwell as Chair to the Planning and Zoning Commission for the Completion of a Two-Year Term through December 31, 2023.**
- 4. Reappointment of India Washington to the DeKalb Public Library Board for the Completion of a Three-Year Term through June 30, 2024.**
- 5. Reappointment of Sam Finch to the Board of Fire and Police Commissioners for the Completion of a Three-Year Term through December 31, 2024.**

6. **Reappointment of Melissa Beck, Helen Umbdenstock, and Ellingsworth Webb to the Citizens' Community Enhancement Commission, Each for the Completion of a Three-Year Term through December 31, 2024.**
7. **Reappointment of Sam Walt to the Economic Development Commission for the Completion of a Three-Year Term through December 31, 2024.**
8. **Reappointment of Joe Gastiger to the Human Relations Commission for the Completion of a Three-Year Term through December 31, 2024.**
9. **Reappointment of Robert Owens as Chair and James Rhodes as a Member to the Airport Advisory Board, Each for the Completion of a Four-Year Term through December 31, 2025.**

G. APPROVAL OF THE MINUTES

1. **Minutes Submitted by the City Clerk – None.**
2. **Minutes Submitted by the Recording Secretary.**
 - a. [Minutes of the Joint Review Board Meeting of October 22, 2021.](#)
 - b. [Minutes of the Regular City Council Meeting of January 24, 2022.](#)

H. CONSENT AGENDA

1. [Accounts Payable and Payroll through February 14, 2022, in the Amount of \\$6,504,646.49.](#)
2. [Investment and Bank Balance Summary through December 2021.](#)
3. [Year-to-Date Revenues and Expenditures through December 2021.](#)

I. PUBLIC HEARINGS

None.

J. CONSIDERATIONS

None.

K. RESOLUTIONS

1. **Resolution 2022-014 Approving a List of Engineering Firms as Prequalified to Provide General Engineering Services for the City of DeKalb through 2026.**

City Manager's Summary: As City Engineer Zac Gill writes in his background memorandum, the City relies on outside services for engineering design and supervision on several large projects each year. On a periodic basis, it is appropriate to review the current qualifications, past performance, and business structure of potential service providers. The last such effort was about five years ago.

The City utilizes consulting engineering services to perform design, bidding, permitting, construction observation and contract management to advance such large-scale projects as annual street maintenance, water main replacement, regional drainage alterations, bridge maintenance and replacement, bike path extensions, and intersection upgrades or reconfigurations. These services are procured, directed, and managed by the one-person office of the City Engineer to bring infrastructure improvements to fruition.

Like any business, engineering firms can grow, shrink, transition to new fields of expertise, or underperform. The City Engineer and Public Works administration have evaluated about a dozen regional firms that have worked in our community since the last pre-qualification list was created.

The engineering firms recommended for “pre-qualification” are:

- Baxter & Woodman
- Civil Engineering Services, Inc.
- Engineering Enterprises Inc.
- Fehr Graham & Associates LLC
- Hampton, Lenzini and Renwick, Inc.
- Kaskaskia Engineering Group LLC
- Wendler Engineering Services LLC
- Willis Burke Kelsey Associates LLC

This action awards no specific agreement, nor is it a guarantee for future agreements.

City Council approval of the recommended list is requested. ([click here for additional information](#))

2. Resolution 2022-015 Authorizing an Agreement for Engineering Services with Fehr Graham & Associates, LLC for the 2022 General Street Maintenance Program with a Fee for FY2022 Not to Exceed \$135,000.

City Manager’s Summary: As noted in the previous Agenda item, the City utilizes engineering consulting services to perform construction observation and contract management, as well as design and bidding, to advance the annual street maintenance program. The pricing of construction observation and contract management typically is 10% of the construction costs in the street maintenance realm of infrastructure work.

In 2019, the Public Works department circulated a request for proposals to the previous list of pre-qualified engineering firms for a three-year contract associated with the City’s annual street maintenance work. Fehr-Graham was chosen and performed well during the 2019, 2020 and 2021 street maintenance programs, and achieved a high level of satisfaction from impacted residents and businesses. In addition, the Fehr-Graham project manager was able to complete the services under budget for each of the last two years.

Assuming the scope of the 2022 street maintenance program is approximately \$2,200,000, the \$135,000 fee represents a serious savings if the City extends the contract for an additional year.

The City Council has the authority to enter into an agreement for such services and to waive the bidding, as well as terminate the agreement if the performance is deemed

unsatisfactory. As the attached agreement is structured, a not-to-exceed fee is based upon the known roadway project scope.

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

3. Resolution 2022-016 Authorizing the Purchase of Two (2) Ford F-250 Super Duty Pickup Trucks through Morrow Brothers Ford for the Public Works Street Division in an Amount Not to Exceed \$79,950.

City Manager's Summary: The Street Division is requesting authorization to purchase two Ford F-250 Super Duty Pickup Trucks through Morrow Brothers Ford in an amount not to exceed \$79,950. The vehicles will replace a 1997 Chevrolet $\frac{3}{4}$ ton pickup and a 2001 Chevrolet $\frac{3}{4}$ ton pickup used for year-round operations within the Division.

The Street Division has found a commitment from Morrow Brothers Ford of Greenfield, IL (Exhibit A) to provide 2022 Ford F-250 pickups. Morrow Brothers is the current vendor listed in the Illinois State Purchasing Contract (Contract #21-416CMS-P-29479).

The approved FY22 Budget (Fund 420) included \$40,000 for the purchase of a pickup truck and also included \$40,000 for the replacement of a leaf machine. A recent spike in the cost of truck-mounted leaf vacuums has pushed a replacement beyond the budget for FY2022. The purchase of an additional Ford F-250 pickup is the next step on the list of aging vehicles in the division. If approved, both vehicles will be used for a range of street and storm sewer repair projects throughout the year.

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

4. Resolution 2022-017 Authorizing the Purchase and Equipping of One Ford F-350 Super Duty Pickup Truck through Morrow Brothers Ford for the DeKalb Fire Department in an Amount Not to Exceed 59,620.

City Manager's Summary: The Fire Department is requesting Council authorization for the budgeted purchase of a 2022 Ford F-350 pick-up truck to be used as a Utility vehicle that can serve multiple purposes. The Department's current "brush truck" is a 2002 $\frac{3}{4}$ Ton Dodge Ram, which is used for field fires, plowing snow at Fire facilities, and hauling equipment to training and live fire scenes. The current brush truck is nearly 20 years old and has recently been out of service for costly repairs.

The Fire Department has found a commitment from Morrow Brothers Ford of Greenfield, IL (Exhibit A) to provide a 2022 Ford F-350. As noted above, Morrow Brothers is the current vendor listed in the Illinois State Purchasing Contract. Morrow Brothers Ford can supply a vehicle that meets the City of DeKalb Fire Department specifications for use as a multi-purpose vehicle, including upfitting (see Exhibit B in background). While the original FY22 Budget included \$75,000 for the purchase of two upfitted staff vehicles, recent cost increases and an extended lead time for vehicle deliveries have encouraged the Department to shift its priorities for FY2022. The purchase of the upfitted 2022 F350 multi-use vehicle will serve the Department and community more economically in the near term and will offer some additional advantages. The new purchase would also have the capacity to tow the Department's large HazMat trailer and Western Shelter Trailer.

The cost of the purchase has been budgeted in Fund 420.

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

5. Resolution 2022-018 Approving a Specialized Aviation Service Operation Agreement and Community Hangar Lease (Aeromotive).

City Manager's Summary: Airport Manager Renee Riani has attracted a new commercial tenant to the DeKalb Taylor Municipal Airport: Aeromotive Services, Inc. The firm is located in Elgin, Illinois, and has been in business since 1996, specializing in automotive and aviation-specific electrical products and services. Their services include automotive connectors, wire harness remanufacturing and reconditioning, custom manufacturing of wire assemblies, the creation or origination of universal connectors, and the replacement of complex electrical products for aviation and aerospace industries. They are also an FAA Certificated Repair Station (Lic. 451R352D) currently operating from their Elgin address. Their initial focus will be removing existing aircraft avionics and instrument panels and replacing them with new Dynon Certified avionics and custom instrument panels.

If the lease is approved and the new space is successful, the firm would consider relocating its FAA repair station to the DeKalb Airport. The terms of the lease are included in the attached agreement and summarized below:

- The Parties will enter a "Specialized Aviation Service Operator" (SASO) agreement with an initial term of two years with three, one-year extensions at the mutual agreement of the Parties.
- The firm will rent 1200 square feet of community hangar space (essentially the northeast corner) at the current rate of 0.466 per square foot, or \$559.20 per month.
- The firm will rent a former conference room on the first level of the terminal building which has been only intermittently utilized in recent years, for \$200 per month.
- The firm will pay a non-exclusive license fee of \$400 per year for the privilege of operating an FAA-certified aircraft repair operation at the Airport.
- The firm will pay \$100 a month during the initial two-year term for utilities with a proviso that the monthly fee for utilities may be increased to \$125 after the first year if the overall cost of utilities in the community hangar exceeds 125% of the average monthly price in 2021.
- Prior to the commencement of the lease term, the firm shall procure the necessary aircraft and general liability insurance and workers' compensation insurance according to the limits established by the City of DeKalb. The City of DeKalb will be named as an additional insured.

The proposed Aeromotive Services, Inc. agreement supports the vision of a successful, sustainable general aviation airport at DeKalb Taylor Municipal Airport.

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

6. Resolution 2022-019 Approving a Compensation Increase for the City Manager in FY2022.

City Manager’s Summary: The approved FY2022 City Budget includes a 2.5% cost-of-living adjustment (COLA) for the City’s management employees; members of AFSCME Local 813; and members of FOP Lodge 115. The members of IAFF Local 1236 receive a 2% increase in FY2022. According to the City Manager’s employment agreement, the Council may consider periodic cost-of-living or merit-based pay adjustments. No cost-of-living adjustments were extended to management employees in FY2021, including the City Manager, in the face of COVID constraints. The attached resolution would extend a 2.5% COLA to the City Manager in FY2022.

City Council direction is requested. [\(click here for additional information\)](#)

L. ORDINANCES – SECOND READING

None.

M. ORDINANCES – FIRST READING

1. Ordinance 2022-009 Partially Abating the 2021 Tax Levy in the Amount of the Recapture Revenue of \$24,691 from the Adjustments for Certificates of Error, Certain Court Orders, or Final Administrative Decisions of the Property Tax Appeal Board Made Pursuant to 35 ILCS 200/18-233.

City Manager’s Summary: In late January, the DeKalb County Tax Extension Clerk notified local taxing bodies that a new Illinois law signed by the Governor last fall may have an impact on the levies that are annually extended by the County Clerk and Recorder. Specifically, the law automatically adjusts taxing bodies’ levies by the amount of revenue lost due to property tax refunds for certificates of error, Property Tax Appeal Board final administrative decisions, and qualified court orders. Although Cook County and other Illinois counties have reasoned that the new law does not apply to home rule units of government, the DeKalb County State’s Attorney’s Office has interpreted the law to apply to home rule governments too.

If unabated, the potential “recapture” revenues would be added to the City’s corporate levy and some special service area levies. The impacts as determined by the County Extension office are shown in the calculations below:

Corporate Levy			
Levy Type	Council Levy	With Recapture	Difference
Fire Fighter Pension	\$3,720,878	\$3,720,878	
Police Pension	\$3,124,439	\$3,124,439	
Recapture	\$0	\$18,355	\$18,355
Subtotal	\$6,845,317	\$6,863,672	
Library	\$2,675,708	\$2,675,708	
Recapture	\$0	\$6,325	\$6,325
Subtotal	\$2,675,708	\$2,682,033	
Corporate Total	\$9,521,025	\$9,545,705	\$24,680

SSA Levies			
Levy Type	Council Levy	With Recapture	Difference
DeKalb SSA #3	\$1,000	\$1,000	
Recapture		\$1	\$1
Subtotal		\$1,001	
DeKalb SSA #4	\$5,500	\$5,500	
Recapture		\$10	\$10
Subtotal		\$5,510	
DeKalb SSA #6	\$15,500	\$15,500	
Recapture		\$0	\$0
Subtotal		\$15,500	
DeKalb SSA #14	\$2,500	\$2,500	
Recapture		\$0	\$0
Subtotal		\$2,500	
DeKalb SSA #29	\$50,000	\$50,000	
Recapture		\$0	\$0
Subtotal		\$50,000	
DeKalb SSA #30	\$50,000	\$50,000	
Recapture		\$0	\$0
Subtotal		\$50,000	
SSA Total	\$124,500	\$124,511	\$11

The overall total of potential recapture revenues for the City is \$18,366 (\$18,355 for the corporate levy and another \$11 for the special service areas). However, the modest “found” revenue would cloud the very clear levy information provided in November and December to local residents and businesses and confound the thoughtful community discussion that occurred for several months in advance of the Council approval of the annual Corporate and Special Service Area levies in December 2021.

The City Manager advised the Library Executive Director of the new law and the matter was considered at the last regular meeting of the Library Board on Wednesday, February 9. The Board agreed that the acceptance of the modest potential recapture funds for the Library (\$6,325) would confuse and frustrate local taxpayers. The Board voted to abate the recapture funds.

City Council approval of the attached abatement ordinance is recommended. ([click here for additional information](#))

2. Ordinance 2022-010 Approving the Final Development Plan for the First United Methodist Church, 2501 N. Annie Glidden Road.

City Manager’s Summary: As Dan Olson, the City’s Director of Planning, writes in his background memorandum that the City Council passed Ordinance 2020-046 which approved an annexation and development agreement to allow for a new DeKalb First United Methodist Church facility on the west side of N. Annie Glidden Road across from the DeKalb County Health Facility Campus. The church intends to relocate from their present location at the corner of N. Fourth Street and Oak Street. The new church site comprises 15.87 acres, 6.54 acres of which were annexed into the City as part of the rezoning process in 2020. The site is zoned PD-R, Planned Development Residential. The proposed church building and parking lot will be located at the eastern portion of the property. The annexation and development agreement required the submittal of a Final Development Plan prior to construction of the facility.

The church's property stretches westward from N. Annie Glidden Road to the eastern edge of the Eden's Garden housing development. The church building will be 10,986 square feet and include a 240-seat sanctuary, classrooms, coffee/lounge area, administrative offices, and a kitchen. A planned 1,380 square feet Phase II addition is shown on the plans. The concept plan from 2020 showed a 7,730 square feet facility and a 203-seat sanctuary. Access will be provided from N. Annie Glidden Road across from the existing access serving the DeKalb County Health Facility Campus at Beautiful Gate Drive. The right-of-way for Beautiful Gate Drive was dedicated to the City shortly after approval of the project in 2020. The road will not be constructed at this time but will be extended once development occurs to the north of the subject site or if the property is further subdivided. Another access point on N. Annie Glidden Road is shown to the south with the development of Phase II.

Since the approval of the annexation and concept plan in 2020, the architectural elevations of the proposed church have changed. The church will consist of dark charcoal fiber cement siding and aluminum storefront windows. The church was a light tan color during the conceptual plan process. The elevation approved in 2020 had a steeple, which has been removed in the revision. The overall height of the church will be about 52 feet compared to the 86-foot-high church previously proposed.

The civil engineering plans will not be completed until early March. The engineer for the church, Arc Design Resources, has provided a summary of the proposed utility connections and the stormwater report. The summary also acknowledges the need to re-stripe N. Annie Glidden Road for a northbound left turn lane into the site. A traffic analysis was conducted in 2018 and indicated that a southbound right turn lane would not be needed to handle existing and future traffic generation from the church. The study also concluded a traffic signal at the church entrance and N. Annie Glidden Road was not warranted.

A stormwater detention basin will be provided on the site to the northwest of the church building. The storm water will sheet drain from the parking lot to a controlled swale that will convey storm water to the detention basin. Potable water will be extended from the existing main along N. Annie Glidden Road and the sanitary sewer service will be brought to the church from the eastern edge of Eden's Garden at Beautiful Gate Drive.

For churches, the UDO requires one parking space for every four seats in the sanctuary. There will be 240 seats in the sanctuary, which equates to 60 required parking spaces. A total of 65 parking spaces are provided on the final plan for phase I. For Phase II, 80 additional spaces are provided.

Waivers to the UDO were granted with the annexation and rezoning of the property in 2020 and included building (steeple) height, landscaping, minimum street standards and parking lot standards. As noted above, the steeple was removed in the redesign of the new church and the height was reduced, so the building is now within the maximum height per the UDO.

The Planning and Zoning Commission reviewed the Final Development Plan at their meeting on February 7, 2022. By a vote of 6 to 0 (Commissioner Wright was absent) the Commission recommended approval of the Final Development Plan to the City Council. **City Council approval of the Planning and Zoning Commission recommendation is requested.** [\(click here for additional information\)](#)

N. REPORTS AND COMMUNICATIONS

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

O. EXECUTIVE SESSION

None.

P. ADJOURNMENT

[REGULAR AGENDA PACKET – FEBRUARY 14, 2022](#)