

**ROCHELLE CITY COUNCIL  
REGULAR COUNCIL MEETING MINUTES  
MONDAY, MARCH 12, 2007**

The Rochelle City Council met in Regular Session at 7:00 p.m. on Monday, March 12, 2007 in the Council Chambers of City Hall; 420 N. 6<sup>th</sup> Street; Rochelle, IL 61068.

Girl Scout Troop 295 led the Pledge to the Flag, followed by the Girl Scout Pledge.

Present on Roll Call were Councilmembers Hayden, Colwill, Hayes, Berg, Hollonbeck, Eckhardt and Mayor Olson. Absent: None. Also present were City Manager Alberts, City Attorney Cooper, and City Clerk McKinney.

*APPROVAL OF MINUTES:* Councilman Hayden moved and seconded by Councilman Berg, "**I move the minutes of the Regular Council meeting of February 26, 2007 be approved.**" Motion passed by voice vote without dissent.

*BILLS & PAYROLL:* Councilman Colwill moved and seconded by Councilman Berg, "**I move the bills and payroll for the first half of March 2007 be allowed and paid when checked over and found correct.**" Roll call vote was taken. Ayes: Councilmembers Hayden, Hayes, Hollonbeck, Berg, Colwill, Eckhardt, and Mayor Olson. Nays: None. Motion passed 7-0.

*REPORTS & COMMUNICATIONS:*

- Mayor: Proclamation – Girl Scout Week, March 11-17., read by Bruce McKinney, City Clerk and presented to Girl Scout Troop 295.
- Council Members:
  - Kathy Hollonbeck gave an update on the study of Home Rule being done by a committee of six from the League of Women Voters. The study will give the pros and cons of Home Rule, both financially and non-financially. They plan on giving an update to the members of the league as well as the public at their regular April meeting. The process of the league will then be to in the fall what they do is a consensus and see if they want to take a stand towards, opposed, or no stand. Everyone will be encouraged to attend that meeting, date to follow.
- Employee Introduction:
  - Margaret Villatoro started in the police department on February 26<sup>th</sup> as a dispatcher. Margaret is bilingual which is a great asset to the department.

*PUBLIC COMMENTARY:* None.

*BUSINESS ITEMS:*

- 1) Resolution – Establishing the Official Zoning Map for Calendar Year 2006. As reported in the attached memo from Chris Limas, Community Development Director, Illinois Municipalities are required to certify their zoning maps annually no later than March 31. This map is to clearly show all the existing zoning classifications for the preceding year. In this case, all changes to the zoning map as of December 31, 2006. The 'official zoning map' will be dated December 31, 2006. Attached is the resolution which upon approval by Council will authorize the City Clerk to certify the official map by signature and seal for the calendar year 2006. Moved by Councilman Colwill and seconded by Councilman Berg, "**I move Resolution R07-04, A Resolution Establishing the Official Zoning Map for Calendar Year 2006, be approved.**" Roll call vote was taken. Ayes: Councilmembers Hayden, Hayes, Hollonbeck, Berg, Colwill, Eckhardt, and Mayor Olson. Nays: None. Motion passed 7-0.

- 2) Resolution – Illinois Municipal Utilities Association Mutual Aid Program. The Illinois Municipal Utilities Association has an established Mutual Aid Program. This program facilitates both the coordination of emergency services between its members during natural disasters and the resulting FEMA reimbursement process. In order to participate in the program, either to render or receive assistance, IMUA requires that a Mutual Aid Agreement be authorized by council resolution. The last agreement was signed February 2005 and is no longer in effect. The Mutual Aid Agreement specifies the process required for requesting aid, rendering aid and compensation associated for providing assistance. The decision to render assistance is entirely discretionary. Participation in this program is crucial to ensuring that assistance is available to the City of Rochelle in the event of a natural disaster. Moved by Councilwoman Hollonbeck and seconded by Councilman Colwill, **“I move Resolution R07-05, A Resolution Authorizing Participation in Illinois Municipal Utilities Association’s Mutual Aid Program, be approved.”** Roll call vote was taken. Ayes: Councilmembers Hayden, Hayes, Hollonbeck, Berg, Colwill, Eckhardt, and Mayor Olson. Nays: None. Motion passed 7-0.
- 3) Resolution Establishing Lawnridge Cemetery Price Schedule. The current rate schedule for Lawnridge Cemetery services was established in December of 2002. Due to the increased costs associated with providing these services a review was conducted of our current price schedule comparing it with associated labor and equipment costs as well as area cemetery fees. The review indicated that fees for several services were significantly below the associated costs, as well as below the area average for those services. The recommendation is to increase fees for these services including: grave openings, cremations and grave sales. Revenues for 2006 for the identified services were \$44,425.00. Based on the same number of burials, the increased rates would result in an annual revenue increase of \$16,775.00. Revenues vary from year to year based on an average of 50 to 60 burials per year. Don Elliott was present to answer any questions. Moved by Councilman Berg and seconded by Councilman Hayden, **“I move Resolution R07-06, A Resolution Establishing Cemetery Price Schedule Effective May 1, 2007, be approved.”** Roll call vote was taken. Ayes: Councilmembers Hayden, Hayes, Hollonbeck, Berg, Colwill, Eckhardt, and Mayor Olson. Nays: None. Motion passed 7-0.
- 4) Resolution Establishing Lawnridge Cemetery Rules and Regulations. Chapter 30 of the current Rochelle Municipal Code entitled Cemetery provides for the establishment of rules and regulations related to Lawnridge Cemetery and its operation. There have been no revisions made to these rules since 2002. The proposed changes to notification and limits per space are meant to assure adequate time for proper authorization and ensure adequate space per interment site. The remaining changes clarify the policy on artificial arrangements and add officially add rules, that have been practiced as policy, regarding future sites, flag holders, and responsibility for markers and foundations. Don Elliott was present to answer any questions. Moved by Councilwoman Hollonbeck and seconded by Councilman Eckhardt, **“I move Resolution R07-07, A Resolution Establishing Lawnridge Cemetery Rules and Regulations Effective May 1, 2007, be approved.”** Roll call vote was taken. Ayes: Councilmembers Hayden, Hayes, Hollonbeck, Berg, Colwill, Eckhardt, and Mayor Olson. Nays: None. Motion passed 7-0.
- 5) Ordinance Regulating Parking in Municipal Lot South of 333 Lincoln Highway. RMU Staff has reported that parking spaces in the municipal lot South of 333 Lincoln Highway are frequently occupied by area residents leaving very few open spaces for employees and customers. In addition the associated overnight parking makes snow removal and street sweeping difficult. After being contacted by RMU, Chief Buck made a recommendation to restrict parking in the lot. His recommendation is to designate the lot “RMU employee/customer parking only” between the hours of 3am-5pm. This would allow for parking by area business customers after hours but not overnight. The overnight parking is the major problem being addressed. Both Deputy Chief Higby and Don Elliott were present to answer any questions. After considerable discussion, City Manager Alberts suggested the Resolution be recommended as worded until other parking situations are addressed in the near future by Don Elliott. Moved by Councilman Colwill and seconded by Councilman Hayden, **“I move Ordinance 07-3525, An Ordinance Amending Section 94-251 of the Rochelle Municipal Code to Restrict Parking in RMU Parking Lot, be approved.”** Roll call vote was taken. Ayes: Councilmembers Hayden, Hayes, Hollonbeck, Berg, Colwill, Eckhardt, and Mayor Olson. Nays: None. Motion passed 7-0.

- 6) Variance Request Cardinal Brass. The City has received a request from Cardinal Brass located at 1040 South Main Street for two variances related to their expansion. The first request to waive the 10' landscaping buffer on the North, West, and South side of the property is being handled administratively. The second request relates to the waving of the maximum release rate. The variance being requested is to base the detention volume on the release rate of the required 3 inch orifice instead of the maximum release rate per acre as the code states. A hardship must be demonstrated for a variance to be approved. Without the requested variance Cardinal Brass does not have enough land available to create the required detention facility for the proposed expansion. The City's Consulting Engineer Mick Gronewold, has reviewed the request and finds that granting this variance will not significantly alter the function of the detention pond and supports the request for variance. The City Manager concurs with the recommendation and requests the City Council support approval of the variance. Mick Gronewold was present to answer any questions. Moved by Councilman Hayes and seconded by Councilman Berg, "**I move the Council approve the variance request of Cardinal Brass at 1040 South Main to base the detention volume on the release rate of the required 3-inch orifice instead of the maximum release rate per acre as the code states.**" Roll call vote was taken. Ayes: Councilmembers Hayden, Hayes, Hollonbeck, Berg, Colwill, Eckhardt, and Mayor Olson. Nays: None. Motion passed 7-0.
- 7) Conditional Use Request – 302 West Illinois Route 38. At the March 5, 2007 meeting of the City of Rochelle Plan Commission a public hearing was held with regard to a petition from Bruns Construction for a Conditional Use Permit to allow General Offices (Flagg Township) in the R-O Residential Office zoning district for property located at 302 West Illinois Route 38. The petitioner requests these changes so as to convert the existing home, along with an addition, into offices. Staff analysis found that this area is zoned low density residential per the comprehensive plan. However, due to the location of the property, on a major arterial highway, and the fact that this property is currently zoned residential / office, staff finds the proposed township office appropriate for the area and the R-O zoning district. The Planning Commission voted 5-0, with one abstention, to recommend approval of the Conditional Use Permit at 302 West Illinois Route 38 to allow General Offices subject to: 1) parking design standard be met, 2) Final site plan approval including engineering, landscaping and signage. Sam Tesreau, City Engineer, was present to identify some site plan changes. Tim Bruns, also present, stated that the engineer's recommendations are feasible. Moved by Councilman Colwill and seconded by Councilwoman Hollonbeck, "**I move the Council approve the Petition of Bruns Construction for a Conditional Use Permit at 302 West Illinois Route 38 to allow General Offices subject to: 1) Parking design standard be met, and 2) Final site plan approval including engineering, landscaping and signage, including the Recommendation of City Engineer, Sam Tesreau.**" Roll call vote was taken. Ayes: Councilmembers Hayes, Hollonbeck, Colwill, Berg, and Mayor Olson. Nays: None. Abstain: Councilmen Eckhardt and Hayden. Motion passed 5-0 with 2 abstaining..
- 8) Amendment to Contract – Askvig Subdivision. An agreement was reached with residents of Askvig Subdivision that upon annexation the City would construct sewer service for the 80 units of the subdivision at an estimated cost of \$800,000. The Askvig Subdivision was annexed to the City of Rochelle on May 23, 2005. On June 26, 2006 City Council approved the bid from Stenstrom Contractors in the amount of \$1,187,388.35 to complete the sewer project. The specifications required in the original contract for restoration of the streets were based on the existing residential streets having a standard aggregate base. During construction of the sewer system it was revealed that the many of the streets have substandard aggregate base, several with virtually no subbase. City Staff, along with Matt Hansen from Willett-Hofmann, met and recommends that a minimum of 9" of aggregate base be installed to provide adequate base. Staff believes that without this additional base the roadway would deteriorate rapidly. The streets will be worked on as soon as weather allows. In the meantime the contractor has been asked to continually grade the streets with gravel. In the end the residents will have better streets than they had before. It was asked how this could be budgeted. There will be no charge to the residents; will be charged to the utilities. Moved by Councilman Berg and seconded by Councilman Eckhardt, "**I Move the Council approve the Amendment to the Stenstrom Contract (C06-005) for the Askvig Subdivision Sewer Project in the amount of \$89,309.60 and that the Council make the following findings: 1) the circumstances that necessitate the change were not reasonably foreseeable at the time the contract was signed; 2) the change is germane to the original contract as signed ; and 3) the change order is in the best interests of the City.**" Roll call vote was taken. Ayes: Councilmembers Hayden, Hayes, Hollonbeck, Berg, Colwill, Eckhardt, and Mayor Olson. Nays: None. Motion passed 7-0.

9) City Manager's Report

- Household Hazardous Waste Collection Day. The Ogle County and Lee County Solid March 17th at the Ogle County Fairgrounds from 8:00 am – 3:00 pm. Household hazardous waste that can be recycled at this event include oil based paint, solvents, metal polishes, old gasoline, varnishes, lawn chemicals, herbicides, old medicine, etc. Items that would not be accepted would include fireworks, ammunition, propane tanks, and fire extinguishers. The flyer was circulated to all City Departments.
- Annual City Auction. This year the Annual City Auction will be held on Friday, March 23rd at 5:00 p.m. at the previous south side fire station site on Veterans Parkway. The auction is being held somewhat earlier than normal to facilitate the sale of the building and to avoid having to move several items currently being stored. Typically, auction items include old bikes, vehicles, and an assortment of items from other departments.
- RMU Annual Report. For many years RMU published an Annual Report. This tradition will be revived on Sunday, March 25<sup>th</sup> when the Rochelle News Leader will include a copy of the most recent Annual Report. The report highlights accomplishments in the past year for communications, electric, water, and water reclamation and provides financial information relative to each division.
- Budget 2007-2008. The proposed budget will be available to City Council on approximately March 19, 2007. Staff would like to schedule a budget workshop during the last week of March to review the budget with council and answer any questions. A Special Council Meeting on the budget is scheduled for Tuesday, March 27<sup>th</sup> at 6:00 p.m. in the Conference Center.
- United Way Contributions. Mr. Alberts commended those employees who gave to the United Way this year.

*DISCUSSION ITEMS:*

Emergency Operations Plan

- As outlined in the disaster plan of 1988, a disaster is defined as a state of emergency, which threatens to become so large and/or uncontrollable, as to be a threat to the public's health or safety.
- In the case of a disaster, or large-scale emergency, it is important to have a set of guidelines prepared in order to reach desired goals. Setting pre-assigned duties, to avoid repetition of services and reduce confusion regarding responsibilities, facilitates this.
- To ensure proper procedure outlined by the United States Department of Homeland Security, the City of Rochelle will utilize the National Incident Management System (NIMS) in managing a disaster or large-scale emergency
- Chief McDermott and his staff have been reengineering the 1988 plan to meet these requirements.

*EXECUTIVE SESSION:* None

At 8:45 p.m., Councilwoman Hollonbeck moved and seconded by Councilman Colwill, **"I move the Council adjourn."** Motion passed by voice vote without dissent.

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Bruce McKinney, CMC  
City Clerk, City of Rochelle

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Chet Olson  
Mayor, City of Rochelle