



**DEKALB CITY COUNCIL AGENDA
REGULAR MEETING
JANUARY 27, 2025
6:00 P.M.**

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

Pursuant to Chapter 2 “City Council”, Section 2.04 “Council Meetings”, persons wishing to address the City Council during this meeting are required to register with the Recording Secretary before the start of the meeting by completing a Speaker Request form. All public comments will be limited to three (3) minutes per speaker. Further information for addressing the City Council can be found on the Speaker Request form.

A. CALL TO ORDER AND ROLL CALL

B. PLEDGE OF ALLEGIANCE

C. APPROVAL OF THE AGENDA

D. PRESENTATIONS

None.

E. PUBLIC PARTICIPATION

F. APPOINTMENTS

None.

G. CONSENT AGENDA

1. [Minutes of the Regular City Council Meeting of January 13, 2025.](#)
2. [Accounts Payable and Payroll through January 26, 2025, in the Amount of \\$3,752,983.40.](#)
3. [Freedom of Information Act \(FOIA\) Report – December 2024.](#)

H. PUBLIC HEARINGS

1. **Public Hearing Regarding the Community Development Block Grant Five Year Consolidated Plan 2025–2029 and Annual Action Plan (One Year Use of Funds) for Program Year 32 (April 1, 2025, through March 31, 2026).** [\(click here to view Public Notice\)](#)

City Manager’s Summary: The proposed Community Development Block Grant (CDBG) Consolidated Plan is a five-year plan providing a unified vision for developing actions to address housing and community development needs. The plan’s development is a collaborative activity between the City and the local community that creates the opportunity for citizen participation in setting long-term CDBG Five-Year strategies and short-term annual actions to meet priority needs.

By federal code, the Consolidated Plan serves five separate, but integrated functions required by the Department of Housing and Urban Development (HUD). The Consolidated Plan is:

- A planning document that builds on a participatory process at the lowest levels.
- An application for Federal funds under HUD's formula grant programs.
- A strategy to be followed in carrying out HUD programs.
- An Action Plan that identifies specific projects to carry out the identified strategies.
- A basis for assessing performance in meeting the qualitative and quantitative strategic goals.

Background. HUD requires submission of a Consolidated Plan that establishes a vision for five-year community development actions that address needs in four areas: 1) homelessness, 2) special needs populations, 3) housing, and 4) community and economic development. In addition, an Annual Action Plan that describes activities to address the objectives outlined in the Consolidated Plan must be submitted.

In preparing the Consolidated Plan, the City must examine various sources to address five major components of the document. These components are:

- Housing Market Analysis
- Housing and Non-Housing Needs Assessment (Priority Needs)
- Five-Year Strategies And Objectives
- Quantifiable Annual Actions (Action Plan)
- Citizen Participation and Consultation

This Consolidated Plan identifies strategies for addressing the City's housing and community development needs for 2025 through 2029. Individual Action Plans for CDBG funds will be prepared each year. The first of these Action Plans, which provides funding in the City of DeKalb's CDBG Program Year 32 (April 1, 2025, through March 31, 2026), is included with this Agenda.

Citizen Participation. Citizen participation in the development of the CDBG Consolidated Plan is required through public notices and hearings as well as other forms of outreach. Special consideration was given to encourage the involvement of low and moderate-income persons, persons with special needs, and persons who provide services to these populations. Participation is encouraged through social service provider outreach, outreach to community leaders and stakeholders, and ward meetings to gather input on residents' assessments of current needs. The attached Plan was posted on the city website for residents to review and comment. In addition, comments received during the preparation of previous Action Plans and the review of accomplishments reported in the Consolidated Annual Performance Evaluation Report (CAPER) were considered. This Public Hearing on January 27, 2025, requests additional comments. All Information that is received will be used to develop the Draft Consolidated Plan 2025-2029 and 2025 Annual Action Plan. All comments will be reviewed and added to the approved Plan before submission to HUD.

Five-Year Strategies to Address Identified Needs. The following are identified housing and community development needs for the citizens of DeKalb for the planning period of 2025 through 2029, with objectives to help address those needs. All objectives are qualitative, and ways to increase the residents' quality of life are identified. The objectives are for all community needs, especially those funded through CDBG.

The City has implemented a system designed to measure the performance outcomes of CDBG funded activities. Each local objective includes one of three HUD-identified objectives

and one of three outcomes. While some objectives may meet more than one performance measure, only the most closely associated with the activity has been listed.

HUD Objectives are defined as:

- **DH – Decent Housing** – Activities that focus on housing programs that meet individual, family, or community needs.
- **SL – Suitable Living Environment** – Activities designed to benefit communities, families, or individuals by addressing issues in their living environment.
- **EO – Creating Economic Opportunities** – Activities related to economic development, commercial revitalization, or job creation.

HUD Outcomes are defined as:

- **Availability/Accessibility** – Activities that make services, infrastructure, public services, public facilities, housing, or shelter available or accessible to low- and moderate-income people, including persons with disabilities. In this category, accessibility does not refer only to physical barriers but also to making the affordable basis of daily living available and accessible to low and moderate-income people where they live.
- **Affordability** – Activities that provide affordability in various ways in the lives of low and moderate-income people. These can include creating or maintaining affordable housing, basic infrastructure hook-ups, or services such as transportation or daycare.
- **Sustainability** – Promoting a Livable or Viable Community – Activities aimed at improving communities or neighborhoods, helping to make them livable or viable by benefiting persons of low and moderate-income by removing or eliminating slums or blighted areas through multiple activities or services that sustain communities or neighborhoods.

The CDBG Five-Year Consolidated Plan 2025-2029 identified the following strategies and objectives to address priority needs:

Strategies to Address Priority Housing Needs

- **Objective 1:** Effectively utilize the City's existing housing stock by encouraging the maintenance and rehabilitation of housing units for low- and moderate-income persons.
HUD Objective: Decent Housing
HUD Outcome: Sustainability
- **Objective 2:** Increase the supply of accessible housing through rehabilitating single-family units, implementing state and federal accessible housing standards, and recommending that "visitability" standards be utilized in newly constructed single-family and multi-family units.
HUD Objective: Decent Housing
HUD Outcome: Availability/Accessibility

Strategies to Address Priority Needs of Homeless Persons

- **Objective 3:** Provide adequate emergency shelter, transitional housing with supportive services, and permanent supportive housing to homeless adults, families with children, and victims of domestic violence as they work toward solutions to their long-term housing needs.
HUD Objective: Decent Housing
HUD Outcome: Availability/Accessibility

- **Objective 4:** In coordination with the Housing Authority of the County of DeKalb and other providers, identify resources to increase the number of permanent housing choices that will provide homeless persons with a decent and safe living environment that will not create an excessive cost burden or result in overcrowding.
HUD Objective: Decent Housing
HUD Outcome: Availability/Accessibility
- **Objective 5:** Coordinate with the Rockford/DeKalb/Boone/Winnebago County Continuum of Care Committee to address the long-term housing needs for homeless individuals, families with children, and victims of domestic violence in DeKalb County.
HUD Objective: Decent Housing
HUD Outcome: Availability/Accessibility

Strategies to Address Priority Needs of Special Populations

- **Objective 6:** Provide supportive services to seniors, persons with special needs, very low-income, and low-income persons to allow them to live independently and with dignity.
HUD Objective: Decent Housing
HUD Outcome: Sustainability

Strategies to Address Priority Needs for Community and Economic Development

- **Objective 7:** Promote neighborhood revitalization programs by addressing housing and community development needs in neighborhoods identified as priority, revitalization, or slum/blighted areas.
HUD Objective: Suitable Living Environment
HUD Outcome: Sustainability
- **Objective 8:** Explore ways to increase economic opportunities by expanding the availability of affordable childcare, increasing employment training, improving access to non-traditional education, and implementing other programs as identified.
HUD Objective: Suitable Living Environment
HUD Outcome: Sustainability

The 2025 Action Plan. The 2025 Action Plan identifies five major activities to support the goals of the 2025-2029 Consolidated Plan. These include Owner Occupied Residential Rehabilitation, Public Services, Public Facilities, Demolition, and Administration. A summary of these programs follows:

- **Owner Occupied Residential Rehabilitation:** Provides forgivable loans of \$5,000 or less to low-/moderate-income homeowners to make exterior and interior repairs. It also provides repayable loans for more extensive projects for up to \$10,000 (or \$15,000 in total project costs.) Includes funding for project delivery expenses specifically related to the program.
- **Public Services:** Funding to provide direct services to target populations. HUD allows a maximum of 15% of the annual grant allocation to fund public service agencies. Each year, a Request for Proposal process is completed to determine the agencies that will be supported and the funding levels awarded. The identified agencies and proposed projects are forwarded to the City Council for consideration and approval each year.
- **Public Facilities/Improvements:** Funding to assist in large-scale infrastructure improvements in the City's low and moderate-income residential areas.
- **Demolition:** Funding to remove condemned, abandoned buildings to increase neighborhood safety and support improved property values.

- Administration: HUD allows a maximum of 20% of the grant allocation for Administration. These funds support the salary of the Community Services Coordinator and general grant administration costs.

The Annual Action Plan must include a budget for the coming year based on the five-year objectives identified in the Consolidated Plan. The 2025 CDBG allocation is estimated to be approximately \$352,977. HUD allows grantees to approve the Action Plan based on an estimated grant amount and make proportionate adjustments when HUD allocates the final grant amount. In addition to next year's estimated new grant dollars, the City will utilize carry-over or unspent dollars from the previous year. The proposed funding is as follows:

Activities	2024 Carry-Over	2025 Estimated Allocation	Total
2025 Public Facilities/Improvements - Streets/Sidewalks	\$127,727	\$211,788	\$339,515
2025 Public Services	\$ 0	\$ 52,947	\$ 52,947
2025 Housing Rehabilitation	\$ 0	\$ 17,649	\$ 17,649
2025 Administration	\$ 0	\$ 70,595	\$ 70,595
TOTAL	\$127,727	\$352,979	\$480,706

An item (Resolution 2025-011) later on this Agenda invites Council action after any public comment.

I. CONSIDERATIONS

None.

J. RESOLUTIONS

- 1. Resolution 2025-009 Authorizing Human Services Funding Agreements in the Amount of \$225,000 with Local Social Service Agencies Beginning January 1, 2025, through December 31, 2025.**

City Manager's Summary: Since 1998, the City has awarded human services grants as a means of supporting local non-profit agencies that provide essential social services for the most vulnerable individuals and families in the community. Grantees have traditionally been considered in order of the following priorities:

- Providers of services that help meet basic emergency needs, such as food, clothing, and shelter.
- Providers of services that are preventative in nature and promote the highest degree of self-support, self-care, and self-help; and
- Providers of services that seek to enhance the quality of life of persons whose basic needs are already met, with priority given to services that primarily benefit low- and moderate-income residents.

Targeted populations include, but are not limited to, individuals and families who are homeless or at risk of homelessness, individuals who have substance abuse or mental health conditions, victims of domestic and/or sexual violence, abused and neglected children, older adults,

individuals with disabilities, at-risk children and youth, and households with low- to-moderate-income.

In its first year (FY1998), HSF grants totaled \$184,000. The total budgeted amount was increased to \$200,000 in FY2022 and to \$225,000 in FY2024. Over time, the highest **average** annual agency grant has been \$10,526.

The City utilizes a scoring rubric that employs a numeric scale and standards to establish eligibility. Several factors are considered including, but not limited to, the following:

- What targeted population will be served?
- How many DeKalb residents will be served?
- Does the agency have demonstrated experience providing services?
- Are the proposed services a duplication of another agency's services?
- Does the agency leverage financial support from sources other than the City?
- If the applicant is a past grant recipient, does the agency have a history of submitting quarterly reports in a timely and complete fashion?

The 2025 funding applications were individually reviewed and scored by each member of a seven-member City review team led by Jennifer Yochem, the City's Community Services Coordinator. The grant requests and the review group's consensus recommendations were then considered by the City Manager in advance of bringing them to the Council for final action.

The amounts recommended for these agencies were adjusted in consideration of the \$225,000 available in the FY2025 Budget, the agency's qualifications according to the aforementioned criteria, and past compliance with grant reporting requirements.

The chart below details the 18 agencies that currently receive funding, the FY 2024 HSF funding (if received), the new programs for past recipients, and the staff's recommendations for FY2025 funding:

Agency	Program Description	FY 2024	FY2025	
		Funding Provided	Funding Requested	Funding Recommendation
Adventure Works of DeKalb County, Inc.	Adventure-based therapy for at-risk children and youth.	\$7,500	\$19,000	\$7,500
Barb City Manor	Rental subsidy payments for low-income residents while awaiting approval of Housing Choice Voucher housing subsidies.	\$5,000	\$10,000	\$5,000
Barb Food Mart	School-based food pantry serving students and families in DeKalb School District 428.	\$18,000	\$28,000	\$18,000
Barb Food Mart – Barb City Shop	School-based food pantry serving students and families at DeKalb High School (DeKalb residents only).	\$5,000	\$10,000	\$7,000

Barb Food Mart – Mustang Mart	School-based food pantry serving students and families at Malta Elementary School DeKalb (residents only).	\$5,000	\$7,000	\$6,000
Court Appointed Special Advocates (CASA)	Training for advocates for abused/neglected children in the justice system.	\$6,000	\$5,000	\$5,000
Community Coordinated Child Care (4-C)	Program support for social work and nursing services in childcare settings.	\$15,000	\$19,000	\$16,000
Elder Care Services	Support for the Vulnerable Adults Program.	\$12,000	\$20,000	\$14,000
Family Service Agency of DeKalb County	Community Action Program Includes job training, housing assistance, utility bill assistance, etc.	NEW	\$18,600	\$6,500
Family Service Agency of DeKalb County	Club 55 - Programs and activities for senior citizens.	\$15,000	\$20,000	\$13,500
Family Service Agency of DeKalb County	Youth Programming.	\$15,000	\$20,000	\$13,500
Habitat for Humanity	Home Rehabilitation Program for low-income households.	\$1,500	\$25,000	\$2,000
Hope Haven	Emergency food and shelter for homeless individuals and families with children.	\$10,000	\$15,000	\$10,000
Kishwaukee YMCA – Camp Power	Summer camp for at-risk children at University Village.	\$15,000	\$15,000	\$15,000
Kishwaukee YMCA – Before/After School Bus Program	Transportation to school and after-school program.	\$4,500	\$16,000	\$6,000
Nguzo Saba Men's Club	Summer basketball and mentoring program.	\$6,000	\$6,000	\$6,000
Opportunity DeKalb	Focus on entrepreneurship.	\$5,000	\$18,300	\$5,000
Project H.O.P.E.	Youth Programming: SIMBA/SIMSA, Back to School Bash.	\$5,000	\$10,000	\$5,000
RAMP	Employment services for people with disabilities.	\$5,000	\$6,000	\$6,000
Rooted for Good	Healthy food access for food-insecure and low-income populations.	\$7,000	\$7,500	\$7,500
Safe Passage	Services for victims of domestic and sexual violence.	\$20,000	\$20,000	\$18,500
St. Vincent de Paul	Funding for the Neighbors in Need Program.	\$6,800	\$10,000	\$7,000
Voluntary Action Center	Funding for nutrition services for the elderly and people with disabilities through the Meals-On-Wheels Program.	\$22,500	\$25,000	\$25,000
		TOTAL	\$416,625	\$225,000

The application process was conducted meticulously, ensuring each applicant was carefully considered. Funding amounts were adjusted based on each applicant agency's needs, the proposed activities' eligibility, and the agency's prior experience.

The committee has recommended funding for activities that meet eligibility criteria and are expected to benefit city residents. Award amounts were determined according to the

proportion of DeKalb residents to be served in relation to the total number of individuals impacted.

Modest funding was allocated to support start-ups and newer agencies, covering a portion of their requests and encouraging program development. Future funding requests will be evaluated based on the accomplishments and outcomes of previous allocations and compliance with grant requirements.

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

2. Resolution 2025-010 Authorizing a Supplemental Human Services Grant to the Voluntary Action Center in the Amount of \$40,000.

City Manager's Summary: In 1975, the Voluntary Action Center (VAC) was founded with a mission to provide for the transportation needs of area residents. In 1987, VAC brought Meals on Wheels under its umbrella And has since provided coordination and efficiency to this program which primarily serves seniors but also persons with disabilities.

Since the COVID years of 2020-2021, VAC has been underfunded in terms of state and federal sources and the demand for its meal services has grown substantially. Executive Director Nate Kloster is spearheading a campaign to cut a serious funding gap in the agency's current budget cycle and has approached other public entities as well as local private businesses to help close the gap. Nevertheless, because of VAC's budgetary limitations, some individuals and families in need of wholesome meals have been placed on a waiting list for the first time in VAC's history.

The City is in a position to help. At the end of FY2024, the City's ARPA budget had a residual balance of about \$48,000 which must be spent or returned. The principal focus of these funds was the support of low-to-moderate income families and the Meals on Wheels program would qualify.

City Council support for a \$40,000 one-time grant to VAC for its Meals on Wheels service is recommended. The funds would be drawn from line item 110-00-00-69700. ([click here for additional information](#))

3. Resolution 2025-011 Approving the Community Development Block Grant Five Year Consolidated Plan 2025–2029 and Annual Action Plan (One Year Use of Funds) for Program Year 32 (April 1, 2025, through March 31, 2026).

City Manager's Summary: At the top of this Agenda, the guidelines, strategies and objectives behind both the CDBG Five-Year Plan and Annual Action Plan are summarized in detail. With reference to this background information, the Council is asked to:

- a) Approve the Five Year CDBG Consolidated Plan for submittal to HUD; and
- b) Approve the Annual Action Plan for Program Year 32 (April 1, 2025, through March 31, 2026).

The proposed allocation of the estimated \$352,977 in 2025-2026 CDBG entitlement funding is shown in the table that follows:

Activities	2024 Carry-Over	2025 Estimated Allocation	Total
2025 Public Facilities/Improvements - Streets/Sidewalks	\$127,727	\$211,788	\$339,515
2025 Public Services	\$ 0	\$ 52,947	\$ 52,947
2025 Housing Rehabilitation	\$ 0	\$ 17,649	\$ 17,649
2025 Administration	\$ 0	\$ 70,595	\$ 70,595
TOTAL	\$127,727	\$352,979	\$480,706

For the “Public Services” portion of the Annual Action Plan, the following breakdown of allocations by agency are recommended:

Agency	2025 Funding Request	2024 Funding Received	% of 2024 CDBG Funds	2025 Grant Award	% of 2024 Funding	% of 2025 CDBG Funds	Notes
Hope Haven	\$20,000	\$14,625	25.69%	\$13,500	92.31%	25.50%	Salary of Emergency Shelter Coordinator & salary for Emergency Shelter Coordinator.
Safe Passage	\$20,000	\$16,506	28.99%	\$15,222	92.22%	28.75%	The portion of the Residential Director’s salary.
Children’s Learning Center	\$12,500	\$5,000	8.78%	\$4,650	93.00%	8.78%	Transportation for low-to-moderate income families to work and childcare <i>(has significantly declined)</i> .
Fox Valley Older Adults	\$15,000	\$0	0%	0%	0%	0.00%	NEW Adult Day Service and In-Home Services Programs.
Elder Care Services	\$15,000	\$9,500	16.69%	\$9,075	95.53%	17.14%	Duplicated services?
Family Service Agency	\$12,500	\$0	0%	0%	0%	0.00%	Funding is needed to support their Choices for Care program to allow seniors to age in place at home.
Voluntary Action Center	\$10,500	\$11,300	19.85%	\$10,500	92.92%	19.83%	NEW Community Action Program connecting low -to moderate-income people to supportive services and increase their economic opportunities.
	\$105,500	\$56,931		\$52,947			

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

4. Resolution 2025-012 Authorizing Approval of a Master Contract and Addendums to the Master Contract between the State of Washington and Gillig, LLC with Additional State of Illinois Clauses Permitting the City of DeKalb to Purchase E-Gen Flex Hybrid and Diesel Buses in an Amount Not to Exceed \$4,118,400.

City Manager’s Summary: Through the Rebuild Illinois Capital Grant Program, the State of Illinois appropriated funds for the purpose of providing capital grants to downstate public transit agencies. The City’s Transit Division staff applied for such capital dollars through the IDOT competitive grant process and were authorized funding up to \$4,118,400 for the purchase of six heavy-duty fixed route buses. As the City is the grant recipient for these funds, all purchases are made through the City and will be reimbursed by IDOT, rather than the contract transit provider, TransDev.

As part of the process to purchase these vehicles, the Transit Division has joined the Washington State Transit Bus Cooperative bus-purchasing program. The Transit Bus Cooperative was established by the Washington State Department of Transportation as a way for multiple transit agencies to procure transit rolling stock off one purchase contract. The process assures compliance with all Federal procurement requirements for large purchases including establishing competitive bidding, making sure that manufacturers on the contract meet Federal requirements, and reviewing the capacity of the winning bidders to support purchases under the agreement.

On a related note, the Federal Transit Administration has encouraged transit agencies across the nation to join open state bus procurement processes to allow for streamlining and cost efficiencies in the vehicle purchasing process. Since IDOT does not have a program like this for Illinois, numerous transit providers in Illinois have purchased from the Washington State Transit Bus Cooperative. Examples of participating Illinois agencies include the City of Decatur, Springfield Mass Transit District, and PACE Suburban Bus Service.

IDOT has concurred that the Washington State Bus Cooperative Master Contract No. 06719-01 meets State of Illinois bid and award requirements and has authorized DeKalb's staff to move forward with the bus purchase under terms of this contract.

Our staff have worked with Gillig LLC, and Washington State Bus Purchasing Cooperative to develop the following order:

Quantity	Description	Quote / Each Price	Total
5	35' Gillig Low Floor Transit Diesel Buses	\$606,629	\$3,033,145
1	35' Gillig Low Floor Transit Allison Hybrid Bus	\$972,239	\$972,239
TOTAL			\$4,005,384

The initial plan was to purchase two hybrid and four diesel buses. Due to delays with IDOT approvals, Gillig added seven-percent Producer Price Index costs to the initial planned purchase. The Transit manager worked within the IDOT-approved purchase cap of \$4,118,400.00 to develop the purchase outlined above.

In summary, this purchase is fully funded through IDOT and the procurement is included in the City's FY 2025 City budget. The buses will replace existing Transdev-owned public transit buses whose useful lives have been exceeded.

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

5. Resolution 2025-013 Authorizing the Waiver of Competitive Bidding and Approving the Purchase of Water Meters and Radio Transmitters from Badger Meter, Inc. in an Amount Not to Exceed \$80,000.

City Manager's Summary: As in past years, the annual budget of the Utilities Division provides an allocation for the replacement of water meters and radio transmitters as they reach their useful age. The equipment has been provided by Badger Meters for a number of years and the City's experience with their product is excellent. Keeping such equipment functioning correctly in local homes and businesses ensures fair reads and charges for the consumer, and an efficient method of establishing water system fees for service.

The Utilities Division uses a drive-by meter radio system to gather meter reads from over 11,000 water meters currently in use. Replacement of the water meter and radio device

typically occur every 15 to 20 years, at which time the accuracy of the water meter begins to decrease and the battery life of the radio transmitter has been exhausted. Once the battery stops functioning, the radio ceases to transmit and the drive-by reading equipment can no longer read the water meter.

The meter radio transmitters, mobile drive-by reading equipment, and utility billing software applications are specific to each meter company. Badger Water meters purchased directly through the Badger manufacturer allow for a direct connection of the radio transmitter to the meter without any modification. The Badger-brand water meters and the radio transmitters are supplied directly through the manufacturer, Badger Meter, Inc. Badger has provided the City with a quote (Exhibit A) listing the 2025 purchase price for the various types of Badger meters and components.

The Utilities Division budgeted \$80,000 for the purchase of water meters as part of the FY2025 budget under line item 620-00-00-85100. Because the warranty period for water meters begins upon purchase and not installation, the Water Division does not keep an extraordinary amount of stock on hand. Additionally, in operational situations that might demand that the Utilities Division efforts be directed elsewhere (e.g. well or storage tank issues), it is prudent not to have larger sums invested in water meters. For that reason, Utility Superintendent Justin Netzer has requested authorization to spend up to the budgeted amount of \$80,000 with an understanding that the meters would not be purchased as part of a single order but, rather, would be purchased on an as-needed basis throughout the fiscal year in an amount not to exceed \$80,000 in total.

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

6. Resolution 2025-014 Authorizing the Purchase of Two Vehicles for the DeKalb Police Department from Galena Dodge and Various Vendors for Necessary Upfitting Equipment in an Amount Not to Exceed \$87,407.

City Manager's Summary: The FY2025 City Budget allocates \$275,000 for Police squad replacements. From the beginning of each fiscal year, the Police management staff search for bargain deals that can stretch the annual allocation, and this year Deputy Chief Jason Leverton has found some strong, early bargains.

Galena Dodge has committed to providing two Police vehicles to the City of DeKalb at a cost significantly below the state bid price. Galena Dodge recently notified the Police Department about the availability of a new black 2023 Dodge Charger and a lightly used white 2022 Dodge Durango.

With factory production of vehicles has been fraught with delays over the past few years, but certain prior model years remain available as brand-new vehicles. The state bid package on the base model for the 2023 Dodge Charger is \$42,635. Additional factory options on this vehicle bring the state bid package value to \$44,890. Galena Dodge has committed to selling this vehicle to the City of DeKalb for \$37,415 including title and documentation fees. The vehicle retains its full original factory warranty.

The used 2022 Dodge Durango was temporarily used by another Police agency while they awaited the fulfillment of their full order. It has 5,600 miles and is in excellent condition. It has been inspected by the dealer with no issues noted. Galena Dodge has committed to selling this vehicle to the City of DeKalb for \$29,992 including title and documentation fees. This vehicle also retains the balance of its original factory warranty.

These vehicles require about \$10,000 in upfitting equipment each from Ray O'Herron's and other vendors, including center console controls, emergency lighting, and radios. Cameras and computers are not planned for these vehicles at this time.

These vehicles are projected to replace a 2013 Chevy Tahoe that recently suffered an engine failure at 180,000 miles and a 2013 Chevy Impala currently being used by a School Resource Officer.

Line item funding is provided in 420-00-00-87010, Police Vehicles & Upfitting:

Galena Dodge – Two Police Vehicles	\$67,407
Ray O'Herron's and Other Vendors – Upfitting Items	\$20,000
Net Cost to City (Not to Exceed):	\$87,407

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

7. Resolution 2025-015 Authorizing the Purchase of Four Vehicles for the DeKalb Police Department from Kunes Dodge in an Amount Not to Exceed \$178,162.80.

City Manager's Summary: As Deputy Chief Leverton writes in his background memorandum, Kunes Dodge has committed to providing four 2024 Dodge Durango vehicles to the City of DeKalb at a cost significantly below the state bid price. Kunes Dodge recently notified the Police Department about four new grey 2024 Dodge Durangos that were already upfitted with a push bumper, center control console, and emergency lighting package for a Sheriff's Office in Colorado. These vehicles sustained minor hail damage while in transit, so the original order was filled with other vehicles while these vehicles were being repaired. There is no longer any indication of any hail damage with Dodge making the factory-approved repairs. Since the vehicles are brand new, their original warranty remains in place.

The state bid package on the base model of these vehicles is \$43,075. Additional factory options on these vehicles bring the state bid package value to \$50,610. The upfitting items already included represent about \$10,000 in equipment. At a total value of \$60,610 each, the total for four would be \$242,440. Kunes Dodge has agreed to a package price for all four vehicles of \$178,162.80 including license plate, title, and documentation fees. This represents overall savings of over \$64,000.

These vehicles are projected to replace three Investigations vehicles – all Chevrolet Impalas with model years 2012-2013. The other vehicle will be assigned to the newly appointed Patrol Commander Tony Kwasniewski, updating the 2017 Ford Explorer formerly assigned to that position. In these assignments, additional upfitting items will not be necessary.

City Council approval is recommended. The total of all the Police vehicles up for approval on this Agenda is \$265,569.80. This total falls within the FY2025 allocation of \$275,000 and provides two additional replacement vehicles! [\(click here for additional information\)](#)

8. Resolution 2025-016 Authorizing a Metronet Franchise Agreement Termination and Settlement Agreement.

City Manager's Summary: On April 9, 2018, the City Council approved a cable television franchise agreement with Metronet with a 10-year term that is set to expire on April 9, 2028. A copy of the Metronet cable franchise agreement is attached.

Metronet recently notified City staff that it no longer intends to provide cable services to customers in Illinois due to escalating costs and low customer adoption rates. Instead, Metronet intends to provide its services through internet "streaming" services.

Metronet has already transitioned the vast majority of its customers in the City to Metronet's online streaming services. Metronet represents that their customers' monthly bills will decrease if they transition from cable to Metronet's internet services. And Metronet promises to provide "white glove" service if a resident requests a technician to come to their home and personally assist them with the transition.

Under current Illinois law, Metronet has to pay cable franchise fees to the City, but Metronet does not have to pay franchise fees or taxes for the internet streaming services. The Illinois legislature believed that exempting such online streaming services would promote the growth and development of the internet, but the legislation has also led to the unintended consequence of depressed municipal revenues from cable franchise fees and taxes.

Metronet proposed the enclosed settlement agreement to terminate its cable franchise agreement with City for a lump sum settlement payment of \$18,896.54. Metronet has recently entered into similar franchise termination agreements with several other Illinois municipalities, such as Cortland, Elburn, Geneva, Montgomery, Romeoville, Sandwich, and South Elgin. The termination agreement is effective March 1, 2025, which should give enough time for Metronet to transition the very few DeKalb residents who still use Metronet's cable services.

Metronet's proposed settlement payment of \$18,896.54 is based on Metronet's estimated franchise fees for the remaining term of the franchise agreement. Metronet's estimated franchise fees assume a fairly conservative 3% churn rate, which is the rate of the remaining Metronet cable customers who will stop using Metronet's cable services.

Enclosed is an excel spreadsheet from the City's Finance Department of Metronet's franchise fees/taxes during the past 5 years. Under the existing Metronet franchise agreement, Metronet's franchise fees should be 5% of its gross revenues from cable services provided to its customers in the City. However, Metronet's franchise fees to the City have declined considerably during the past couple of years, and they will probably continue to do so as Metronet continues to transition its cable customers to online services.

Metronet Franchise Fees

2023	2024 (est)	2025 (est)	2026 (est)	2027 (est)	2028 (est)
\$18,936.67	\$13,643.62	\$9,685.22	\$6,720.02	\$4,662.63	\$1,009.25

The total estimated franchise fees for 2025, 2026, 2027 and 2028 (through April 2028 when the franchise is set to expire) equal \$22,077.12.

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

K. ORDINANCES – SECOND READING

None.

L. ORDINANCES – FIRST READING

1. Ordinance 2025-004 Approving a Special Use Permit at 2050 E. Lincoln Highway for Automobile Sales (Cirilo Mendez).

City Manager's Summary: Planning Director Dan Olson recently received a petition from Cirilo Mendez requesting a special use permit for the sale of automobiles on the property located at 2050 E. Lincoln Highway. The subject site is already zoned "LC" Light Commercial District, and the selling of automobiles requires a special use permit. The 1.15-acre site was forcibly annexed to the City in August 2011 in connection with the Park 88 development and automatically zoned to the "SFR-1" Single-Family Residential District. In March 2012 the City rezoned the property to the "LC" Light Commercial District.

The current owner purchased the property in 2021. The applicant initially approached the City in late 2021 to investigate what was required to establish an automobile sales business at the location. The investigation did not get past the conversation stage at the time. In the past few months, the conversation has been reopened, and the City staff have worked up a draft of the specific conditions for a special use permit.

The owner is currently living in the home on the property but proposes making the home into a sales office for the business. Once the office is completed the owner will relocate his residence. The owner conducts internet sales in a business identified as JW Auto Sales. The owner plans to conduct sales from the house once it is converted to a sales office. Automobiles sold over the internet will be brought to the subject site to be cleaned and stored before delivery. Other automobiles for sale will be positioned in defined spaces on the site for walk-in customers.

One of the requirements of a special use permit is the submittal of a site plan. The City received an initial layout for the site last November. The plan shows a paved area that will contain space for 14 automobiles on display. In addition, five parking spaces are provided for employees and customers. One handicap space is also shown on the plan. The plan also indicates a drainage basin as well as landscaping along E. Lincoln Highway and the east and west property lines. The office will include a sales area, two restrooms, a store, waiting room and a handicap accessible ramp into the building. The estimated cost of the exterior improvements is approximately \$122,600 and \$70,000 for the renovation of the home to a sales office, including the ADA ramp.

The proposed special use will be compatible with other uses along E. Lincoln Highway, which include a gas station, vehicle storage area, self-storage facility, furniture store, towing business and an equipment and tool rental place.

Some of the conditions that were communicated to the applicant and recommended with the special use include:

1. Creating and paving a vehicle display area per the construction requirements of the UDO.
2. Providing one parking space (9' x 19') for every 300 square feet of office area. Providing one handicap space (16' x 19').
3. No repair of vehicles outdoors. Auto detailing and minor services (i.e. oil change) are only allowed for vehicles for sale and must be conducted indoors.
4. No outside storage of inoperable vehicles.

5. No outside storage of boats, trailers, or RV's.
6. All EPA guidelines shall be followed for storage/disposal spent liquids, tires, parts, etc.
7. The existing well and septic service can remain. Redevelopment of the site will otherwise require compliance with the UDO.
8. access for customers and employees to toilet facilities and a waiting area in the building per ADA requirements and the City's Building Code.
9. No expansion of the vehicle display area or office unless the special use permit is amended.
10. The special use permit shall expire within one year of approval of the Ordinance unless the paved display area, parking lot, drainage basin, landscaping, lighting and the sales office are completed and a final occupancy permit is issued by the City.

The Planning and Zoning Commission held a public hearing regarding the special use petition at their meeting on January 21, 2025. By a vote of 5-0 (Pena-Graham was absent), the Commission recommended City Council approval of a special use permit for automobile sales on the property located at 2050 E. Lincoln Highway as shown on the attached site plan and floor plan.

City Council approval of the Planning and Zoning Commission recommendation is requested. [\(click here for additional information\)](#)

M. REPORTS AND COMMUNICATIONS

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

N. EXECUTIVE SESSION

None.

O. ADJOURNMENT

JANUARY 27, 2025
AGENDA PACKET