



**DEKALB CITY COUNCIL AGENDA
REGULAR MEETING
JULY 14, 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 June 23, 2025.](#)
2. [Accounts Payable and Payroll through July 14, 2025, in the Amount of \\$4,946,518.24.](#)
3. [Investment and Bank Balance Summary through May 2025.](#)
4. [Year-to-Date Revenues and Expenditures through May 2025.](#)
5. [Crime Free Housing Bureau Report – June 2025.](#)

H. PUBLIC HEARINGS

None.

I. CONSIDERATIONS

1. Consideration of a Proposed FY2026 Budget Calendar.

City Manager's Summary: In recent years, the Council has followed a very transparent review process for the creation of the following year's fiscal budget. Keeping with that successful format, the following schedule is proposed for development of the City's municipal budget for 2026:

- Thursday, August 14 – Publication of an agenda for a joint meeting between the Council and the Finance Advisory Committee (FAC) on August 18.
- Monday, August 18 – Joint meeting of the City Council and the FAC, 6:00 p.m. to 8:30 p.m. This joint meeting will review assumptions presented by the City Manager regarding revenue trends and possible expenditures in the following budgets:
 - General Fund
 - Motor Fuel Tax Fund (Fund 210)
 - Capital Projects Fund (Fund 400)
 - Capital Equipment Replacement Fund (Fund 420)
- August 19 through October 10 – Intense department-level budget discussions around spending targets based on general goals established on August 18.
- Thursday, October 16 – Publication of an agenda for an FAC meeting on October 20.
- Monday, October 20 – FAC meeting to review proposed, detailed FY2026 Budget highlights, including annual levy assumptions, 6:00 p.m. to 8:30 p.m.
- Monday, October 27 – Council consideration of property tax levy options.
- Monday, November 10 – Presentation of a Council resolution establishing a Truth in Taxation Hearing for November 24.
- Monday, November 17 and Wednesday, November 19 (if needed) – Back-to-back special Council meetings in joint session with the FAC to go over the proposed FY2026 budget document. The General Fund departments, Capital Funds, Enterprise Funds, and Special Funds will be the focus.
- Monday, November 24 – Truth in Taxation Hearing and FY2026 Budget Hearing. First reading on Proposed FY2026 City Budget.
- Monday, December 8 – Second reading on Proposed FY2026 City Budget.
- Monday, December 29 – Last day to file the approved FY2026 Annual Budget and Property Tax Levy with the DeKalb County Clerk.

City Council direction is requested.

J. RESOLUTIONS

None.

K. ORDINANCES – SECOND READING

None.

L. ORDINANCES – FIRST READING

1. Ordinance 2025-031 Amending the Fiscal Year-End December 31, 2025, Budget.

City Manager’s Summary: On April 28, the City Council amended the 2024 City Budget in advance of the final draft of the FY2024 independent audit to “true up” certain 2024 capital and operating expenditures so the audit could be completed. As the City staff and City Council begin the budget planning for the FY2026 fiscal year, the 2025 Budget requires a handful of revisions so the Council and public can see actual rather than estimated capital costs at this point in the budget year.

- **Item A.** One of the categories of expenditures has to do with increased engineering and construction costs associated with the Peace Road and Fairview Drive construction and the reconstruction of the Lucinda Avenue and N. First Street bridges. The changes impact the General Fund (Fund 100) and relate to a \$1 million dollar transfer to the Motor Fuel Tax (MFT) Fund 210. **Additional detail is explained in Item C, below. This is an increase in expenditures of \$1,000,000, which will be drawn from the fund balance.**
- **Item B** relates to the Ground Emergency Medical Transportation (GEMT) Fund. The GEMT committee meets on a regular basis to review the needs of the Fire Department, review revenue trends, and revise the budget. A federal grant award of \$90,000 is anticipated, interest is trending higher by \$45,000, and GEMT revenue is anticipated to be lower than expected by \$114,487. With a net revenue increase of \$20,513, additional gear for new firefighters totaling \$105,000, required training for “live burns” at the state training center for \$50,000, a staff vehicle, and upfitting of the new truck **There is a net increase in expenditures of \$205,394, which will be drawn down from the fund balance.**

				CURRENT	+/-	2025
FUND	GL ACCOUNT #	ACCOUNT NAME	REV/EXP	BUDGET	AMENDMENT	AMENDED BUDGET
GEMT FUND	130-00-00-33100	FEDERAL GRANTS	Revenue	\$ -	\$ 90,000	\$ 90,000
	130-00-00-34270	GEMT REVENUE	Revenue	\$ 1,489,487	\$ (114,487)	\$ 1,375,000
	130-00-00-37100	INVESTMENT INTEREST	Revenue	\$ 65,000	\$ 45,000	\$ 110,000
	130-00-00-52900	AMBULANCE SUPPLIES & EQUIPMENT	Expense	\$ 50,000	\$ (45,000)	\$ 5,000
	130-00-00-61500	MAINTENANCE-EQUIPMENT	Expense	\$ 40,000	\$ 105,000	\$ 145,000
	130-00-00-66200	TRAINING/TRAVEL	Expense	\$ -	\$ 50,000	\$ 50,000
	130-00-00-87000	VEHICLES	Expense	\$ 1,675,000	\$ (35,093)	\$ 1,639,907
	130-00-00-87040	VEHICLES/UPFITTING - FIRE	Expense	\$ -	\$ 151,000	\$ 151,000
				Net Effect:	\$ (205,394)	

- **Item C** provides general housekeeping for the MFT Fund (Fund 210) in **FY2025**, resulting from Council Resolution 2025-056 and the follow-on Resolutions 2025-057, 2025-058, 2025-059, 2025-060, and 2025-061 (six in all) approved on May 27. These resolutions approved the paying of final construction and engineering costs for the bridge and Peace Road projects, within specific Illinois Department of Transportation (IDOT) guidelines. Some of these costs pertained to the FY2024 MFT Budget; the FY2025 Motor Fuel Fund budget is squared up with the final revisions described here. **There is a net increase in revenues of \$604,848 in the 210 Fund owing to the General Fund transfer (reference Item A above).**

				CURRENT	+ / -	2025
FUND	GL ACCOUNT #	ACCOUNT NAME	REV/EXP	BUDGET	AMENDMENT	AMENDED BUDGET
MOTOR FUEL TAX FUND	210-00-00-33100	FEDERAL GRANTS	Revenue	\$ -	\$ 80,000	\$ 80,000
	210-00-00-33200	STATE GRANTS	Revenue	\$ -	\$ 330,266	\$ 330,266
	210-00-00-33550	MOTOR FUEL TAX ALLOTMENT	Revenue	\$ 1,700,000	\$ 90,000	\$ 1,790,000
	210-00-00-38200	REFUNDS / REIMBURSEMENTS	Revenue	\$ 70,000	\$ (70,000)	\$ -
	210-00-00-39100	TRANSFER FROM GENERAL FUND	Revenue	\$ -	\$ 1,000,000	\$ 1,000,000
	210-00-00-53100	ICE/SNOW CONTROL SUPPLIES	Expense	\$ 285,000	\$ (45,000)	\$ 240,000
	210-00-00-62300	ARCHITECT/ENGINEERING SERVICES	Expense	\$ 500,000	\$ 613,155	\$ 1,113,155
	210-00-00-64100	ELECTRIC SERVICES	Expense	\$ 333,000	\$ 57,000	\$ 390,000
	210-00-00-83900	OTHER CAPITAL IMPROVEMENTS	Expense	\$ -	\$ 200,263	\$ 200,263
				Net Effect:	\$ 604,848	

- **Item D** establishes a FY2025 budget for the new TIF #4 Fund (Fund 263), adopted after the FY2025 Budget approval on December 9, 2024.

				CURRENT	+ / -	2025
FUND	GL ACCOUNT #	ACCOUNT NAME	REV/EXP	BUDGET	AMENDMENT	AMENDED BUDGET
TIF #4 FUND - S	263-00-00-30300	PROPERTY TAX-TIF	Revenue	\$ -	\$ 134,689	\$ 134,689
FOURTH STREET	263-00-00-63800	CONTRACTED SERVICES	Expense	\$ -	\$ 120,300	\$ 120,300
	263-00-00-65300	LEGAL EXPENSES & NOTICES	Expense	\$ -	\$ 5,000	\$ 5,000
				Net Effect:	\$ 9,389	

- **Item E.** The Capital Projects Fund (Fund 400) is the recipient of a \$200,000 State grant assisting with Annie Glidden Road underpass costs of \$206,500. Investment interest is trending higher than budgeted with an anticipated revenue increase of \$35,000. Final construction and billing for the Fairview bike path extension adds capital improvement spending of \$53,000, **resulting in a net increase in expenditures of \$22,000, which will be drawn from the fund balance.**

				CURRENT	+ / -	2025
FUND	GL ACCOUNT #	ACCOUNT NAME	REV/EXP	BUDGET	AMENDMENT	AMENDED BUDGET
CAPITAL PROJECTS FUND	400-00-00-33200	STATE GRANTS	Revenue	\$ -	\$ 202,500	\$ 202,500
	400-00-00-37100	INVESTMENT INTEREST	Revenue	\$ 5,000	\$ 35,000	\$ 40,000
	400-00-00-83050	STREET MAINTENANCE	Expense	\$ 3,000,000	\$ 206,500	\$ 3,206,500
	400-00-00-83900	OTHER CAPITAL IMPROVEMENTS	Expense	\$ 75,000	\$ 53,000	\$ 128,000
				Net Effect:	\$ (22,000)	

- **Item F** increases the **Water Fund 600** expenditures (600-00-00-81000) to allow for the anticipated purchase of about five acres of local farm property for the construction of Well 18. **A net increase in expenditures up to \$200,000 for land acquisition will be drawn down from the Fund 600 fund balance.**
- **Item G.** Consistent with the results of the 10-year water system needs analysis prepared by Baxter & Woodman and presented to the Council on May 12, a \$60,000 line item increase in **Fund 610** (610-00-00-85500) is requested for test hole drilling and crop damage for the new Well 18, once an agreement is reached with a local farm property owner and approved by the Council. Additionally, based on the water system update, the Council approved a \$221,900 engineering services contract with Baxter & Woodman for the design, permitting and bidding of a new shallow well (the future Well #18). **There is a net decrease in Fund 610 expenditures of \$222,600, resulting in an increase in the Fund 610 fund balance.**

				CURRENT	+ / -	2025
FUND	GL ACCOUNT#	ACCOUNT NAME	REV/EXP	BUDGET	AMENDMENT	AMENDED BUDGET
WATER NEW CONSTRUCTION	610-00-00-62300	ARCHITECT/ENGINEERING SERVICES	Expense	\$ 510,000	\$ (282,600)	\$ 227,400
	610-00-00-85500	WATER SYSTEM IMPROVEMENT	Expense	\$ -	\$ 60,000	\$ 60,000
				Net Effect:	\$ 222,600	

- **Item H.** A \$50,000 increase in the Water Capital Fund 620 equipment budget (620-00-00-86000) is required to cover the purchase of a backup diesel generator for the W. Lincoln Highway treatment plant. Also, an additional \$155,000 is required for the upgrade of the SCADA system (Line item 620-00-00-86100). **There is a net increase in expenditures of \$205,000, which will be drawn from the fund balance.**

City Council approval is recommended.

2. [Ordinance 2025-032 Amending Chapter 23 “Unified Development Ordinance” \(UDO\), Article 7.18 “Cannabis Business Establishment”, to Allow Onsite Consumption Lounges in Cannabis Dispensaries.](#)

City Manager’s Summary: At the regular City Council meeting of May 27, the Council considered a proposal from Nakia McAdoo, a principal with Excelleaf Dispensary at 305 E. Locust Street, to open a “tasting room” in the dispensary. Ms. McAdoo proposed only the consumption of limited quantities of various cannabis products purchased by the customer and did not propose the consumption of inhalable products in the proposed tasting room. The consensus of the Council was favorable to the concept; however, before the Council could consider such a proposal as an action item the matter had to be brought before the City’s Planning and Zoning Commission (PZC) in the form of an amendment to Section 7.18.07, paragraph 12, which currently prohibits any person to “smoke, inhale, or consume cannabis” on the property.

As City Planner Dan Olson writes in his background memorandum, the PZC took up the amendment at its last regular meeting on June 7. The proposed amendments establish conditions related to the location of the onsite consumption lounges within the building, maximum square footage, food and beverage restrictions, tobacco and liquor prohibition, hours of operation, age restrictions, employee training, and security measures. By a vote of 4 to 0 (Commissioners Maxwell and Pena-Graham were absent), the PZC recommended City Council approval of text amendments to Article 7.18.07, paragraph 12 of the UDO to allow cannabis dispensing organizations to have onsite consumption lounges.

City Council approval of the PZC recommendation is requested. If approved, either or both of the current cannabis dispensaries in DeKalb may establish “tasting rooms” for their customers, subject to the applicable City building code and zoning provisions.

3. [Ordinance 2025-033 Approving a Special Use Permit to Allow a Bank with Drive-Through Facilities at 330 Grove Street \(Heartland Bank and Trust\).](#)

City Manager’s Summary: The City has received a special use permit application from Heartland Bank and Trust to allow a bank with drive-through facilities at 330 Grove Street. The 0.47-acre vacant parcel is located at the southwest corner of Grove Street and S. Fourth Street. The proposed commercial office building will be a single-story structure with approximately 2,100 square feet of interior space. The new facility will include two commercial drive-through lanes, and an ATM drive-through lane. Along with the special use application, a layout plan, utility plan, landscape plan, grading plan, photometric plan and building elevations were submitted.

Heartland Bank has spent the past few years looking for properties around the south side of DeKalb and in relative proximity to their current location at 913 S. Fourth Street. Because of the mix of commercial and residential properties, high traffic counts, and proximity to their current location, they have chosen the subject site. With other commercial and residential projects being completed around the area, the applicant believes the addition of a local community bank on the subject property will add to the aesthetics of the neighborhood and serve the financial needs of the community.

The site previously contained the DeKalb Community Center Building (Senior Center – Youth Services Bureau), which was demolished in 2023. Heartland Bank purchased the property in October 2024. The applicant has indicated the existing Heartland Bank branch at 913 S. Fourth Street will close after the new facility opens. The current bank property along S. Fourth Street is located far off the S. Fourth Street corridor and has limited visibility.

The subject site is zoned “CBD” Central Business District. The CBD has no building or parking setbacks or maximum site coverage. The landscape plan does show a 14.5-foot paving setback along S. Fourth Street with landscaping covering the area. A five-foot paving setback is provided along Grove Street with landscaping in the green space. Landscaping is also provided around the building, meeting all the UDO requirements. Access will be provided from Grove Street using the existing public alley. In addition, full access off S. Fourth Street is proposed. The applicant has obtained approval of the full access onto S. Fourth Street – a state-controlled highway – from the Illinois Department of Transportation. Although it is not required to have on-site parking, the plan shows 10 standard parking spaces and one handicap space.

The drive-through lanes were moved from the south side of the proposed building in previous versions of the plan to the north side. This change was made to encourage customers to exit the site using Grove Street instead of S. Fourth Street, which is a busier roadway and has a higher speed limit. The site plan indicates adequate stacking area for three vehicles per lane as required by the UDO. The queue for the vehicles in the drive-through lanes will not interfere with other site traffic or back onto a public roadway. The various plans have been examined by staff and all questions applicable to this level of review have been addressed.

The PZC held a public hearing regarding the special use petition at their regular meeting on July 7. By a vote of 4 to 0 (Commissioners Maxwell and Pena-Graham were absent), the PZC recommended City Council approval of a special use permit to allow a bank with drive-through facilities for the property located at 330 Grove Street according to the site plan and related provisions referenced in the attached staff report.

City Council approval of the Planning and Zoning Commission recommendation is requested.

M. REPORTS AND COMMUNICATIONS

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

N. EXECUTIVE SESSION

None.

O. ADJOURNMENT