

SYCAMORE CITY COUNCIL
AGENDA
May 20, 2019

CITY COUNCIL BUSINESS SPOTLIGHT
6:30 P.M.

Immediately prior to the regular Council meeting, the City Council will visit Blumen Gardens at 403 Edward Street to see the improvements made to the retail and event services portion of the business. In November, the Council approved \$25,000 in Tax Increment Financing (TIF) assistance for the project.

The improvements to the retail shop include improving the space to meet the Americans with Disabilities Act (ADA) accessibility standards and the installation of heating and air conditioning to make the space climate controlled and usable year-round.

To improve the portion of the building utilized for event services, access from the conveyor room to the indoor retail space and outdoor retail garden center space was expanded to allow for new event space.

REGULAR CITY COUNCIL MEETING
7:00 P.M.

- 1. CALL TO ORDER**
- 2. INVOCATION**
- 3. PLEDGE OF ALLEGIANCE**
- 4. APPROVAL OF AGENDA**
- 5. AUDIENCE TO VISITORS**
- 6. CONSENT AGENDA**

- A. Approval of the Minutes for the Regular City Council Meeting of May 6, 2019.
- B. Payment of the Bills for May 20, 2019.
- C. Receipt and File of the Fire and Police Commission Annual Report.

7. PRESENTATION OF PETITIONS, COMMUNICATIONS, AND BILLS.

- A. A Proclamation Declaring May 19th to May 25th as Emergency Medical Services Week in the City of Sycamore, Illinois.

8. REPORTS OF OFFICERS

9. REPORTS OF STANDING COMMITTEES

10. PUBLIC HEARINGS—None

11. ORDINANCES

A. Ordinance No. 2019.02—An Ordinance Authorizing a Request from Bethesda Lutheran Communities, Inc. to Re-Zone the Parcel Located at 1761 Woodgate Dr. (PIN 09-06-126-012) from the Current Zoning of R-2, Two-Family Residential District to C-3, Highway Business District in the City of Sycamore, Illinois. First and Second Reading.

Bethesda Lutheran Communities, Inc. owns the property located at 1761 Woodgate Drive (also known as 1671 Woodgate Drive). The property is currently zoned R-2, Two-Family Residential and has been used as a licensed intermediate care facility for individuals with intellectual and developmental disabilities. The organization wants to re-purpose the property to house offices within the existing building. In the petition for rezoning, Bethesda Lutheran Communities indicate that offices will reduce the foot and vehicle traffic to and from the home.

“Professional Offices” are a permitted use in all three commercial zoning classifications. Staff begins the review for a request for rezoning by looking at neighboring properties to ensure zoning continuity. In this case, neighboring properties that are zoned commercial are classified as C-2, Central Business District. The issue with C-2, Central Business District zoning is that the bulk regulations call for no front or side yard setbacks; more along the lines of the type of development found in the downtown area. Bulk regulations, coupled with the proximity to Illinois Route 23, makes the logical commercial zoning for this and the adjacent commercial properties C-3, Highway Business. C-3, Highway Business District zoning requires more robust setbacks, which would make the structure legal non-conforming, meaning any future use or redevelopment of the property would require satisfying all setback requirements.

Moving forward, staff would like to work with other property owners along Illinois Route 23 to convert those properties to a highway business zoning classification.

After conducting a public hearing on May 13th, the Planning and Zoning Commission forwarded a favorable recommendation by a vote of 9-0.

City Council approval is recommended.

B. Ordinance 2019.03—An Ordinance Amending the Fiscal Year 2018-2019 Budget in the City of Sycamore, Illinois. First and Second Reading.

Typically, the budget is amended twice a year; once midway through the year and again at the end of the fiscal year. While it is unusual to amend the budget after the fiscal year has closed, the FY19 budget will need to be amended to add a Fund 39 to reflect the start of construction of the new wastewater treatment plant project. This new fund will account for the loan proceeds from the Illinois Environmental Protection Agency that are being used to fund the treatment plant expansion. While the funds have yet to be expended, receivables and payables will each be posted back to FY19 and recorded in the line items to be created.

After the project is complete, this fund will also account for the debt service payments as loan funds are repaid. The attached ordinance amends the FY19 budget by making the adjustments shown in the following table:

Line Item	Previous	Amended	Notes
39-000-3732	0	900,000	Create Fund 39 / Account for IEPA Loan Proceeds
39-000-8626	0	900,000	Create Fund 39 / Account for IEPA Loan Expenditures

Council approval is recommended.

12. RESOLUTIONS

A. Resolution No. 796—A Resolution Approving a Grant of \$17,000 to the Voluntary Action Center for Direct Services to the Citizens of the City of Sycamore, Illinois.

The next three items concern annual grants to local not-for-profit agencies that the City has regularly funded by either hotel/motel taxes or through sales taxes generated by airline fuel. None of the funds come from local businesses or residents.

Resolution 796 includes the annual allocation for services rendered to the City of Sycamore by the Voluntary Action Center (VAC). Specifically, the grant helps defray organizational expenses associated with TransVAC (dial-a-ride transit service), which provided 34,000 rides in Sycamore for 2018, of which 14,850 were to Sycamore residents (out of a total of 85,828 dial-a-ride trips in the county overall); MedVAC, which provided 750 trips to regional hospitals and other care facilities for Sycamore residents; and the Meals on Wheels program which provided 11,151 meals for 104 seniors and disabled residents in Sycamore last year. Only about 1% of the TransVAC services for Sycamore and 4% of the Meals on Wheels services are offset by the proposed \$17,000 grant. Other VAC funding sources include state and federal grants, foundation grants, private donations, and user fees. The City’s funding brings a match of 65% in state dollars and an 80% match in federal dollars.

The grant will come from line-item 09-000-8489 in the Hotel/Motel Tax Fund.

City Council approval is recommended.

B. Resolution No. 797—A Resolution Approving a Grant of \$20,000 to the Voluntary Action Center to Support the Blue Line Flexible Bus Route Service in the City of Sycamore, Illinois.

This resolution honors the commitment the City Council made in 2007 to provide long-term funding support for Route 21 (formally known as the Blue Line) in the form of a local match of a larger state grant. The total cost of the Route 21 is \$100,000 of which 65% is a part of the \$5.1 million state grant available for services to residents of Sycamore, DeKalb, and Cortland.

The Voluntary Action Center records indicate that the average ridership is over 2,300 rides each month. Many riders are persons with disabilities and residents of the high-rise apartment building on Grant Street. Areas of high ridership include business districts such as downtown Sycamore, the DeKalb Ave. corridor, and Hy-Vee complex, as well as area medical facilities and residential complexes. Route 21's hours of operation are Monday through Friday, 7:00 a.m. to 9:00 p.m., Saturday and Sunday 8:00 a.m. to 6:00 p.m., and has also provided special runs during downtown event weekends.

In the Fall of 2018, VAC and Kishwaukee College partnered on a pilot program that brought a new route for students to get from Sycamore to Kishwaukee College. This route ran from 8:00 a.m. to 4:00 p.m. Monday through Friday during the school year. VAC will be working with Kishwaukee College to assess the route over the summer.

Funding for the City's share of Route 21 comes from the Sales Tax Distributive Fund (22-000-8343).

City Council approval is recommended.

C. Resolution No. 798—A Resolution Approving a Grant of \$16,000 to the DeKalb County Economic Development Corporation for Direct Services to Citizens of the City of Sycamore, Illinois.

The City Council has extended a grant to the DeKalb County Economic Development Corporation (DCEDC) for over twenty years to help defray organizational expenses associated with economic development services provided to the City. Each year, the grant has been accompanied by an organizational agreement (attached) setting out the reciprocal obligations of the City and DCEDC. Other government support is provided by the City of DeKalb; County of DeKalb and smaller governmental entities within the County. This year DCEDC is once again requesting a contribution of \$16,000.

The proposed grant underwrites DCEDC staff's responses to cold calls and other inquiries concerning industrial space in Sycamore. Additionally, DCEDC staff supports the ongoing retention program that reaches dozens of Sycamore businesses each year.

DCEDC offers a county-wide network of economic development officials, and a respected clearinghouse for development information. City seats on the organization's executive committee and Board assure timely and thorough access to such information. The attached

agreement requires prompt follow-up on industrial leads, the maintenance of a database on Sycamore's industrial sites and buildings, and regular reporting to the staff and Council.

Paul Borek, Executive Director of the DeKalb County Economic Development Corporation will present a brief review of the corporation's activities related to the City of Sycamore from the past year and be available to answer questions.

In the FY20 City Budget, the funding source for this grant allocation is found in the Hotel/Motel Tax Fund (09-000-8489).

City Council approval is recommended.

D. Resolution No. 799—A Resolution Confirming the Creation of an Additional Class B Liquor License.

The City has been approached by a current class A liquor license holder with interest in obtaining a class B license, commonly referred to as a bar license. Chapter 3-2-7, "Number of Licenses," Section 2. Class B; "Bars," of the City Code reads:

A maximum of ten (10) for the first twelve thousand one hundred (12,100) in population. Thereafter, one class B license shall be authorized for each three thousand (3,000) in population. By a three-fourths (3/4) vote of the corporate authorities, the proration of licenses by population may be waived to accommodate an application for a new bar license.

In 2015, an additional (12th) class B license was created, however, with the changes to the classifications to carve-out video gaming cafés, there was not enough demand for the license and it was repealed. With over 450 units permitted since the last census (17,519 population) and 2.66 persons per household according to US Census data, the City's estimated current population is in the range of 18,500 to 19,000. The estimated population would seemingly satisfy criteria required for the creation of an additional license.

The Council considered the request on May 6th and provided staff direction to bring back an action item.

City Council approval is recommended.

13. CONSIDERATIONS

A. Consideration of an Architectural Review Committee Recommendation to Award a Downtown Façade Improvement Grant to Paul Schwartz of PJ's Courthouse Tavern Located at 202 W. State Street.

Paul Schwartz of PJ's Courthouse Tavern has submitted application for a Downtown Façade Improvement Grant to assist with masonry work planned for the building at 202 W. State Street. As part of the project, the brick parapet wall along the top of the 1870's building will be taken down and reconstructed as close to the original design as possible. The new wall will be

supported with a block back-up. Additional tuckpointing will be performed as needed on the rest of the brick façades that front Maple and State Streets.

The portion of the project that is eligible for the Downtown Improvement Program is estimated to cost \$42,911. With a corner building that fronts both Maple Street and State Street this project would be eligible for a fifty percent City match of up to \$5,000 each street side facade, up to a total of \$10,000. The Architectural Review Committee considered the request on May 13th and voted 3-0 to recommend a grant of up to \$10,000.

City Council approval is recommended.

B. Consideration of a Building and Engineering Department Recommendation to Award the HMA Contract for the 2019 Annual Street Maintenance Program to Elliott and Wood of DeKalb, Illinois in the Amount of \$508,951.77.

This portion of the street program is funded through local sources and is not subject to the local bidder preference policy for 2019.

Streets identified in the program that will be addressed with local funds are as follows:

Street	Limits	Description of Work
Edward Street	Park Avenue to Washington Place	<ul style="list-style-type: none"> • Surface removal and overlay • Spot curb and sidewalk removal and replacement • Partial storm sewer replacement
California Street	Intersection of California and Sycamore	<ul style="list-style-type: none"> • Surface removal and overlay

Bids for this part of the City’s annual street program were opened on Wednesday, May 15th at 10am. A total of two bids were submitted as follows:

Company	Base Bid
Elliott and Wood, DeKalb, IL	\$508,951.77
Alliance Contractors, Woodstock, IL	\$638,636.47

The Engineer’s estimate for this project was \$524,825.13 based on previously received unit prices for similar work. The Building and Engineering Department recommends awarding the contract to Elliott and Wood of DeKalb, Illinois in the amount of \$508,951.77.

City Council approval is recommended.

C. Consideration of a Recommendation from the Building & Engineering Department Regarding the Award the Bid for the MFT Portion of the 2019 Street Maintenance Program to Curran Contracting of Crystal Lake, Illinois in the Amount of \$333,000.00.

This portion of the street program will be funded by motor fuel tax funds. These funds will be used to complete the repair of portions of the following streets:

Street	Limits	Description of Work
Hathaway Drive	Foxpointe Drive to Peace Road	<ul style="list-style-type: none"> • Surface removal and overlay • Spot curb and sidewalk removal and replacement
Foxbend Drive	Peace Road to Yorkshire Drive	<ul style="list-style-type: none"> • Surface removal and overlay • Spot curb and sidewalk removal and replacement
Foxpointe Drive	Borden Avenue to Devonshire Drive North	<ul style="list-style-type: none"> • Surface removal and overlay • Spot curb and sidewalk removal and replacement
Edward Street	Meadow Lane to Elmwood Street	<ul style="list-style-type: none"> • Surface removal and overlay • Spot curb and sidewalk removal and replacement

Bids for the MFT portion of the City’s annual street program were opened on Wednesday, May 15th at 10am. A total of two bids were submitted as follows:

Company	Base Bid
Curran Contracting, Crystal Lake, IL	\$333,000.00
Peter Baker & Son, Lake Bluff, IL	\$389,551.06

The Engineer’s estimate for this project was \$330,651.20. The Building and Engineering Department recommends awarding the contract to Curran Contracting of Crystal Lake, Illinois in the amount of \$333,000.00.

City Council approval is recommended.

D. Consideration of an Administration Recommendation Regarding a Contract for Police and Fire Pension Actuarial Valuation Services for the City of Sycamore, Illinois.

In March, the City issued a request for proposals from qualified actuarial firms to perform the annual actuarial valuations for the City’s police and fire pension funds for the fiscal years 2019, 2020 and 2021. Fiscal years 2022 and 2023 are included as options the City Council can exercise in future years. Four firms responded to the RFP: Foster & Foster, Inc. of Naperville; Lauterbach & Amen, LLP of Naperville; MWM Consulting Group of Chicago; and Nyhart of Deerfield. Each firm has professional experience performing valuations for Illinois police and fire pension funds and submitted the following quotes:

Firm	2019	2020	2021	2022	2023
Foster & Foster, Inc.	\$11,800	\$11,980	\$12,165	\$12,356	\$12,553
Lauterbach & Amen	\$10,500	\$10,720	\$10,940	\$11,160	\$11,380
MWM Consulting Group	\$12,000	\$12,000	\$12,400	\$12,400	\$12,800
Nyhart	\$9,000	\$9,000	\$9,300	\$9,600	\$9,900

Actuarial services to be provided include the calculation the police and fire pension portions of the City's property tax levy, producing the GASB 67 and 68 valuations reports to be included in the annual audit report, and preparing the annual statements for active members of the pension funds.

A committee comprising of the City Treasurer and representatives from both the Police and Fire Pension Boards reviewed the proposals and have recommended the lowest responsible bidder, Nyhart.

The City Manager recommends the City Council approve a three-year contract (with options for fiscal years 2022 and 2023) with Nyhart to perform the City's police and fire pension actuarial valuations.

City Council approval is recommended.

E. Consideration of an Administration Request for a Closed Session to Discuss the Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of a Specific Employee or Legal Counsel for the Public Body; Collective Negotiating Matters or Deliberations Concerning Salary Schedules for One or More Classes of Employees; and the Setting of a Price for Sale or Lease of Property Owned by the Public Body.

14. APPOINTMENTS

15. OTHER NEW BUSINESS

16. ADJOURNMENT