
SYCAMORE CITY COUNCIL – REGULAR MEETING
MINUTES OF April 15, 2019

ROLL CALL

Mayor Lang called the meeting to order at 7:00 p.m. and City Clerk Mary Kalk called the roll. Those Alderpersons present were: Alan Bauer, Steve Braser, Nancy Copple, Rick Kramer, Pete Paulsen, David Stouffer and Chuck Stowe. Alderperson Virginia Sherrod was absent. City Attorney Keith Foster was also present.

INVOCATION – Juanita Mundy gave the invocation.

PLEDGE OF ALLEGIANCE Led by Officer Dana Allen

APPROVAL OF AGENDA

MOTION

Alderperson Kramer moved to approve the agenda and Alderperson Braser seconded the motion.

VOICE VOTE

Mayor Lang called for a voice vote to approve the motion. All Alderpersons voted aye. Motion carried 7-0.

AUDIENCE TO VISITORS

Joe McClintock, 900 W. Lake Cook Road, Buffalo Grove, IL has been assigned to Sycamore to introduce Vivint Solar rooftop solar for the city. He left information from Illinois Shines, a State sponsored agency with consumer protection information.

Ken Mundy, 1018 DeKalb Avenue, Sycamore thanked Public Works, Water Division, Kate and Fred for noticing the “flash” of usage while they were on vacation and pinpointing which days it happened.

CONSENT AGENDA

- A. Approval of the Minutes for the Regular City Council Meeting of April 1, 2019.
- B. Payment of the Bills for April 15, 2019 the amount of \$442,069.52.

MOTION

Alderperson Bauer moved to approve the Consent Agenda and Alderperson Stowe seconded the motion.

ROLL CALL VOTE

Mayor Lang called for a roll call vote to approve the motion. Alderpersons, Bauer, Braser, Copple, Kramer, Paulsen, Stouffer, and Stowe voted aye. Motion carried 7-0.

PRESENTATION OF PETITIONS, COMMUNICATIONS, AND BILLS

- A. A Proclamation Declaring April 14th-April 20th as National Public Safety Telecommunicators Week in the City of Sycamore, Illinois.

Mayor Lang presented the Proclamation to Dispatcher Maryanne Criscione, Chief Jim Winters, and Chief Pete Polarek.

Chief Pete Polarek also introduced Glenna Johnson, DeKalb County 911 Coordinator and thanked her for all she does.

Maryann Criscione said thank you, on behalf of the Dispatch Center and her fellow dispatchers. It is a privilege to serve your community and they are honored to help the Chiefs in each of their divisions to help keep your community safe.

- B. A Proclamation Declaring April 26th as Arbor Day in the City of Sycamore, Illinois.

Mayor Lang presented the proclamation to Public Works Assistant Superintendent Andy Siebrasse.

City Manager Brian Gregory said the Public Works Department works with a different Sycamore school each year to plant a tree on Arbor Day and this year, they will work with West Elementary School.

- C. A Proclamation Recognizing Alderman David Stouffer for his Service to the City of Sycamore.

Mayor Lang thanked Alderman Stouffer for his service and wished him well with his new position as he moves out of state.

David Stouffer thanked everyone and introduced his wife Stephanie and children Decklan, Carson, and Finnigan.

D. Recognition of the City of Sycamore Police Department as a Re-Accredited Tier I Agency through the Illinois Law Enforcement Accreditation Program.

City Manager Brian Gregory introduced Steve Meier, Vice President of Illinois Association of Chiefs of Police who will present to the City a re-accreditation as a Tier 1 Illinois Law Enforcement Accreditation Program (ILEAP) Accredited Agency.

Dean Stiegemeier said the ILEAP accreditation program is a partnership of several major organizations including the Illinois Chiefs, the Illinois Municipal League, the City/County Management Association and the Illinois Criminal Justice Information Authority. The Sycamore Police Department was first accredited in 2014 under former Chief Don Thomas. It has now achieved re-accreditation under the current Chief Jim Winters and Officer Dana Allan, who is the Accreditation Manager. This is a rigorous process taking a department many months to show its compliance with the standards. The accreditation committee unanimously recommended that the Sycamore Police Department be re-accredited. He congratulated Chief Winters and Officer Allen and said that only 34 Illinois agencies have achieved Illinois accreditation since the program's launching 10 years ago. They are proud of the Chief and this accomplishment.

Chief Winters thanked Officer Allen for the work that went into this and to the leadership team who helped develop the processes and best practices that best serve the citizens and keep the officers safe. He thanked former Chief Don Thomas who did the groundwork and laid the foundation for this in writing a lot of the policies that brought Sycamore into the age of professionalism. They are trying to carry that torch forward.

Officer Allan said it was a great pleasure to pull together the files and provide the proofs to be re-accredited

REPORT OF OFFICERS

City Manager – Brian Gregory said in reference to the re-accreditation, outputs of the low crime statistics were reported in a recent Council meeting. This verifies that the inputs; what is going into our policies and procedures and the way we conduct ourselves, have been confirmed by an outside agency. He is very proud of that, Chief Winters, his department, and all those that work with the Police Department. On behalf of the City Treasurer, he reported with 11 of the 12 months into the fiscal year, the benchmark is 92%. The City and State Sales Tax are slightly above the benchmark on a cash-basis. Overall expenditures are slightly below the benchmark at 87.75%. He pointed out positive returns for the pensions. He congratulated Josh Huseman, who was elected as the next First Ward Alderman, and the other re-elected Alderpersons. Swearing-in will take place at the next Council meeting.

Police Chief – Jim Winters congratulated David Stouffer, wished him luck in his future endeavors, and welcomed Josh Huseman. Distracted Driving Month continues and will continue to be a big push. Officers have already written 60 tickets in the first two weeks and will continue enforcing it very heavily. An education campaign, pushed out through social media and Spartan TV to reach younger drivers, will continue as they see increased accidents because of distracted driving. Tomorrow is the first Coffee with a Cop at the YMCA. They partnered with the Sycamore Chamber to conduct the active shooter training for area businesses and had a great turnout of over 65 people. Stacy Binkowski and Ryan Hooper are the certified instructors and they did a great job. He said the first quarter crime statistics reflect an 8% reduction so they are still seeing a downward trend. Colleen Ziegler, who has worked for the Police Department for 23 years, will be retiring on May 10th. There will be a reception for her on that day to wish her well and thank her for her service.

Fire Chief – Pete Polarek reflected how the fire calls are a team effort from the telecommunicator, to the Building Department to Public Works to Police and all in between. He said the telecommunicators take many calls for the same incident and must remain calm and professional. They are that faceless part of the team, but he's happy that they are there. With Maryanne Criscione and Glenna Johnson here, you get to see the person behind the voice. He said, as part of the Telecommunicators Week, they will take snacks and cards in appreciation.

Assistant Director of Public Works – Jake Keck said the students will be planting a maple tree in the school yard for Arbor Day, April 26th, 2 p.m., at West Elementary School. Kurt Sanderson from Public Works will give a presentation. The Water Division is flushing hydrants on the north end of town this week. He thanked the Public Works team on the quick response to the snow storm of eight inches yesterday and said they did an outstanding job.

Treasurer/Asst. to the City Manager – Adam Orton absent.

Building & Engineering Director – John Sauter they've issued six single family permits as of the end of March. Last year they had issued 10, so they're a little behind but this was a rough winter. He feels pretty good that they'll see some activity this spring. They're also reviewing plans for the Park District Soccer Complex on Airport road and said they've seen a lot of fence, detached garage, and pool permits come through so people are getting ramped up for spring projects.

Human Resources Director – Maggie Peck said she will hold her comments to later in the agenda.

City Engineer – Mark Bushnell said with the previous break in weather, multiple utility companies resumed work in town. They issue a permit anytime a company excavates or places a new item in the right of way. Sometimes work is scheduled through third party sub-contractors and they have to stop work or work through the permit process along the way. This can also create an issue with restoration, as these contractors are not aware of our requirements. Therefore, if you see an area that hasn't been restored, please contact me and I will contact our local utility representative to make sure it is addressed.

REPORTS OF STANDING COMMITTEES

Finance – Alan Bauer - no report

Public Safety – Pete Paulsen - no report.

Public Works – Chuck Stowe - no report

PUBLIC HEARINGS

A. Public Hearing on the Proposed FY2019-20 City Budget.

Mayor Lang opened the public hearing and hearing no comment, closed the public hearing.

ORDINANCES

A. Ordinance 2018.18—An Ordinance Concerning the Adoption of the Combined Budget and Appropriation Ordinance for the Fiscal Year 2019-20 in the City of Sycamore, Illinois. Second Reading.

City Manager Brian Gregory said we have been on this budget process since January. We have a balanced budget and we intend to bring in more revenue, than have expenditures. The Value Proposition is in place and there's no new taxes proposed. They have been able to keep the property tax levy down. This budget is investing in infrastructure, meeting obligations with meeting and funding the pensions, and continues to reduce the general obligation debt. He said this is something he is very proud of and thanked the staff for helping work through this process.

Alderman Bauer said this is clearly a solid document and a good plan for the next 12 months.

MOTION

Alderman Bauer moved to approve Ordinance 2018.18 and Alderman Stowe seconded the motion.

ROLL CALL VOTE

Mayor Lang called for a roll call vote to approve the motion. Aldermen Bauer, Braser, Copple, Kramer, Paulsen, Stouffer, and Stowe voted aye. Motion carried 7-0.

Mayor Lang said the staff is doing a great job.

B. Ordinance 2018.19—An Ordinance Amending Title 1, "Administration," Chapter 10, "Personnel Rules," of the City Code of the City of Sycamore to Authorize Non-Elective Positions for the City of Sycamore, Illinois. Second Reading.

City Manager Brian Gregory said this is a companion ordinance and lists all the positions funded in this budget.

MOTION

Alderman Kramer moved to approve Ordinance 2018.19 and Alderman Stouffer seconded the motion.

ROLL CALL VOTE

Mayor Lang called for a roll call vote to approve the motion. Aldermen Bauer, Braser, Copple, Kramer, Paulsen, Stouffer, and Stowe voted aye. Motion carried 7-0.

Ordinance 2018.20—An Ordinance Establishing Offices and Fixing the Compensation of Certain Appointed Officers of the City of Sycamore, Illinois, County of DeKalb, State of Illinois for the Fiscal Year Commencing on the First Day of May 2019 and Ending on the Thirtieth Day of April, 2020. Second Reading.

City Manager Brian Gregory said this ordinance includes the compensation for management and part time employees that are not covered under collective bargaining agreements. There are ranges established for those positions, which are also outlined in the budget document.

MOTION

Aldersperson Braser moved to approve Ordinance 2018.20 and Aldersperson Kramer seconded the motion.

ROLL CALL VOTE

Mayor Lang called for a roll call vote to approve the motion. Alderspersons Bauer, Braser, Copple, Kramer, Paulsen, Stouffer, and Stowe voted aye. Motion carried 7-0.

D. Ordinance 2018.21—An Ordinance Amending Title 1, “Administration”, Chapter 9, “Appointive City Officials”, of the City Code of the City of Sycamore, Illinois. First and Second Reading.

City Manager Brian Gregory said some of this is administrative clean-up for some changes that were made and not reflected in the city code. This is the language that backs up the structural changes as reflected in the agenda background. He also said the next two ordinances, are where the Superintendent position would be replaced with the Public Works Director and the Assistant Fire Chiefs will now be named Deputy Fire Chiefs.

MOTION

Aldersperson Stowe moved to take Ordinance 2018.21, 2018.22, and 2018.23 in omnibus fashion and Aldersperson Bauer seconded the motion.

VOICE VOTE

Mayor Lang called for a voice vote to approve the motion. All Alderspersons voted aye. Motion carried 7-0.

E. Ordinance 2018.22—An Ordinance Amending Title 8, “Water and Sewer”, Chapter 1, “Combined Waterworks and Sewerage Department”, of the City Code of the City of Sycamore, Illinois. First and Second Reading.

F. Ordinance 2018.23—An Ordinance Amending Title 4, “Public Health and Safety”, Chapter 1, “Fire Department”, Section 4-1-1, “Department Established” and Section 4-1-4, “Supervision” of the City Code of the City of Sycamore, Illinois. First and Second Reading.

MOTION

Aldersperson Kramer moved to waive First Reading for Ordinance 2018.21, 2018.22, and 2018.23 and Aldersperson Stouffer seconded the motion.

VOICE VOTE

Mayor Lang called for a voice vote to approve the motion. All Alderspersons voted aye. Motion carried 7-0.

MOTION

Aldersperson Kramer moved to approve Ordinance 2018.21, 2018.22, and 2018.23 and Aldersperson Stouffer seconded the motion.

ROLL CALL VOTE

Mayor Lang called for a roll call vote to approve the motion. Alderspersons Bauer, Braser, Copple, Kramer, Paulsen, Stouffer, and Stowe voted aye. Motion carried 7-0.

G. Ordinance 2018.24—An Ordinance Amending the Fiscal Year 2018-2019 Budget in the City of Sycamore, Illinois. First and Second Reading.

City Manager Brian Gregory said the budget is amended twice a year in order to keep the City’s official budget document consistent with Council direction. Adjustments reflect actual bid prices, show revised priorities, register unforeseen costs (e.g. utilities), or balance accounts prior to the audit.

Line Item	Previous	Revised	Notes
02-000-9023	0	51,925	Transfer to Employee Benefit Assistance Fund
06-000-3722	0	6,210	Reflect actual grant revenue
06-000-8495	83,905	90,115	Corresponding grant expenditures
10-000-3213	30,500	38,320	Reflect actual revenues
10-000-8373	23,000	35,000	Reflect actual expenditures
15-000-8190	793,350	804,500	New Retiree and Refund of Contributions
22-000-3215	5,500,000	11,750,000	Reflect anticipated aviation fuel rebates
22-000-3216	3,000,000	7,500,000	Reflect anticipated aviation fuel rebates
22-000-8493	8,016,730	18,500,000	Reflect anticipated aviation fuel rebates
23-000-3702	0	51,925	Transfer in for Accrued Leave of senior employees
26-000-3710	0	2	Close out Fund 26
26-000-9036	276	278	Close out Fund 26
28-000-8497	1,000	2,000	Reflect actual expenditures
29-000-3710	2	8	Close out Fund 29
29-000-9038	773	779	Close out Fund 29
33-000-8497	1,700	3,050	Letter of credit amount adjusted
34-000-3710	7	9	Close out Fund 34
34-000-9038	2,993	2,995	Close out Fund 34
36-000-4526	276	278	Close out Fund 26
38-000-4529	773	779	Close out Fund 29
38-000-4534	2,993	2,995	Close out Fund 34

MOTION

Alderson Bauer moved waive First Reading for Ordinance 2018.24 and Alderson Kramer seconded the motion.

VOICE VOTE

Mayor Lang called for a voice vote to approve the motion. All Aldersons voted aye. Motion carried 7-0.

MOTION

Alderson Stowe moved to approve Ordinance 2018.24 and Alderson Paulsen seconded the motion.

ROLL CALL VOTE

Mayor Lang called for a roll call vote to approve the motion. Aldersons Bauer, Braser, Cople, Kramer, Paulsen, Stouffer, and Stowe voted aye. Motion carried 7-0.

Mayor Lang said this transparency shows why we got the award for accounting.

H. Ordinance 2018.25—An Ordinance Amending Title 8, “Water and Sewer,” Chapter 5, “Water and Sewer Rates,” Section 8-5-2, “Sewer Rates,” of the City Code of the City of Sycamore, Illinois. First and Second Reading.

City Manager Brian Gregory said this is another item tonight to be excited about. There have been three favorable occurrences that have happened through the Waste Water Treatment Plant project process. Since it took a little longer to get the project to bid, that timing allowed the city to accumulate additional resources. The bids for the WWTP project came in lower than expected and the rate for the Illinois Environmental Protection Agency (IEPA) low interest loan came in at 1.84% instead of the 2.21% they used initially when setting the rates. Based on that, staff recommends that the base sewer rate be decreased by 3.5% to \$4.535 per 100 cu. ft. as follows:

Effective May 1, 2019:

<u>User Classification</u>	<u>Rate</u>
All users within the corporate limits with metered water usage	Total rate of \$4.535 per 100 cubic feet for operation, maintenance, replacement costs and debt service. The minimum charge for any account shall be \$4.535 per bi-monthly billing period for operation, maintenance, replacement costs and debt service.
Flat rate charge for residential units within the corporate limits with unmetered water usage	Total flat rate of \$110.65 per dwelling unit per bi-monthly billing period for operation, maintenance, replacement costs and debt service.
All users outside the corporate limits with metered water usage	Total rate of \$6.80 per 100 cubic feet for operation, maintenance, replacement costs, debt service and capital improvements for the wastewater treatment plant and sanitary sewer system improvements. The minimum charge for any account shall be \$6.80 per bi-monthly billing period for operation, maintenance, replacement costs, debt service and capital improvements for the wastewater treatment plant and sanitary sewer system improvements.
Flat rate charge for residential units outside the corporate limits with unmetered water usage	Total flat rate of \$165.98 per dwelling unit per bi-monthly billing period for operation, maintenance, replacement costs, debt service and for capital improvements for the wastewater treatment plant and sanitary sewer system improvements.

MOTION

Aldersperson Stowe moved waive First Reading for Ordinance 2018.25 and Aldersperson Kramer seconded the motion.

VOICE VOTE

Mayor Lang called for a voice vote to approve the motion. All Alderspersons voted aye. Motion carried 7-0.

MOTION

Aldersperson Paulsen moved to approve Ordinance 2018.25 and Aldersperson Kramer seconded the motion.

ROLL CALL VOTE

Mayor Lang called for a roll call vote to approve the motion. Alderspersons Bauer, Braser, Copple, Kramer, Paulsen, Stouffer, and Stowe voted aye. Motion carried 7-0.

I. Ordinance 2018.26—An Ordinance Amending Title 8, “Water and Sewer,” Chapter 5, “Water and Sewer Rates,” Section 8-5-1, “Water Rates,” of the City Code of the City of Sycamore, Illinois to Amend the Radium Treatment Fee. First and Second Reading.

City Manager Brian Gregory said this one is needed to adjust is the radium removal fee, which is essentially a pass-through fee to remove the radium and barium from the water using WRT technology to meet all the Environmental Protection Agency (EPA) standards. There is a cost to do that and as part of the budget review process, the City Council was presented and discussed a base monthly fee increase of seventy-five cents per month, to \$6.75 for 5/8th inch or 3/4th inch meters to offset the projected cost for radium removal within the water distribution system. The changes outlined below would be effective May 1, 2019.

<u>Meter Size</u>	<u>Total Monthly</u>	<u>Average Usage</u>
5/8 inch	\$6.75	<14
3/4 inch	\$6.75	<14

1 inch	\$11.01	26.55
1½ inches	\$20.55	65.96
2 inches	\$34.08	127.31
3 inches	\$40.37	158.67
4 inches	\$94.10	514.51
6 inches	\$462.66	2982

As the size of the meter increases, the average use for that meter class and the tier structure is used to calculate a monthly fee.

Sample Utility Bill

An average monthly usage of 800 cubic feet of usage (1,600 cubic feet used over two-month billing cycle) and a ¾” meter are used to illustrate the estimated monthly and bi-monthly costs to demonstrate a sample City Utility Bill with the proposed FY20 schedules:

	Per Month	Per Bill
Water User Fee	\$24.50	\$49.00
Meter Maintenance	\$1.54	\$3.08
Radium Treatment	\$6.75	\$13.50
Sewer User Fee	\$36.28	\$72.56
Refuse and Recycling	\$21.48	\$42.96
Total	\$90.55	\$181.10

When combined with the proposed sewer user fee reduction in Ordinance 2018.25, the City portion of the utility bill decreases by roughly 1.09% for the average monthly user.

MOTION

Aldersperson Stouffer moved waive First Reading for Ordinance 2018.26 and Aldersperson Kramer seconded the motion.

VOICE VOTE

Mayor Lang called for a voice vote to approve the motion. All Alderspersons voted aye. Motion carried 7-0.

MOTION

Aldersperson Paulsen moved to approve Ordinance 2018.26 and Aldersperson Stowe seconded the motion.

ROLL CALL VOTE

Mayor Lang called for a roll call vote to approve the motion. Alderspersons Bauer, Braser, Copple, Kramer, Paulsen, Stouffer, and Stowe voted aye. Motion carried 7-0.

RESOLUTIONS

A. Resolution No. 790—A Resolution Authorizing the Mayor to Execute an Intergovernmental Agreement with the Sycamore Fire and Ambulance Protection District Regarding a Contribution for Equipment.

City Manager Brian Gregory said the Sycamore Fire Protection District, which has been very generous in supporting the Sycamore Fire Department, recently approved an Intergovernmental Agreement with the City of Sycamore where the District would provide a contribution of \$365,000 to help defray the cost of department equipment; namely the most recent ambulance purchase and the purchase of a replacement pumper-tender engine. The new pumper would replace Engine #4, a 1989 Spartan Pumper. He said this is one of the first lines of defense for a brush fire, especially a rural fire. The cost of the replacement pumper engine is expected to be roughly \$550,000. The City would make up the difference with any sale/trade of Engine #4 along with current and future Fire Department capital allocations. The specifications will take about six months and the construction will take another year or two but would be in service within 24 months. He said he’s very excited and thankful to

the Fire Protection District for the generosity and said this pumper-tender rig is an important piece in both the rural Fire Protection District and in the corporate limits.

Mayor Lang asked if the old pumper-tender was involved in the recent grass fires.

Chief Polarek said it depends on the size as there is 250 gallons of water on the smaller trucks. With larger field fires or home fires, they bring the current 2,000 gallon tank vehicle. He added that the culture of the collaboration between the state and the Fire Protection District pre-dates him and he's enjoyed the collaboration and the City working hand and hand with them.

MOTION

Aldersperson Kramer moved to approve Resolution 790 and Aldersperson Paulsen seconded the motion.

ROLL CALL VOTE

Mayor Lang called for a roll call vote to approve the motion. Alderspersons Bauer, Braser, Cople, Kramer, Paulsen, Stouffer, and Stowe voted aye. Motion carried 7-0.

B. Resolution No. 791—A Resolution Approving an Easement Agreement with David Ruiz of 437 Edward Street to Allow for Stormwater Improvements.

City Manager Brian Gregory said this is a straight forward easement agreement as the resident lives adjacent to Martin's ditch on Edward Street where certain improvements will be made as part of this year's street maintenance program. There is a standard one-time compensation of \$200 to those providing an easement to the City.

MOTION

Aldersperson Braser moved to approve Resolutions 791 and Aldersperson Kramer seconded the motion.

ROLL CALL VOTE

Mayor Lang called for a roll call vote to approve the motion. Alderspersons Bauer, Braser, Cople, Kramer, Paulsen, Stouffer, and Stowe voted aye. Motion carried 7-0.

CONSIDERATIONS

A. Consideration of a Recommendation by the Mayor to Modify Certain City Boards and Committees.

City Manager Brian Gregory said he and Mayor Lang reviewed the Board structure as he prepares for the May 1st appointments. Over the years, the purpose of certain boards were questioned and so looked at creating efficiencies to streamline processes and be business-friendly. This consideration proposes:

Chapter 1: Plan Commission

It is recommended that the Board of Zoning Appeals be consolidated with the Plan Commission to form the "Planning and Zoning Commission". There are several factors that were considered when making this recommendation including:

- The Board of Zoning Appeals rarely meets (approximately once per year) as most variances are part of planned developments considered by the Plan Commission.*
- A Planning and Zoning Commission that meets regularly provides more continuity and efficiency for individuals and businesses. A recent example where the process could have been more efficient was when a family was required to go before both the ZBA and Plan Commission in order to rebuild their home after a structure fire.*

Chapter 2: Board of Zoning Appeals

The Board of Zoning Appeals would be consolidated with the Plan Commission. All authority of the BZA would be redirected to the newly created Planning and Zoning Commission. The Board of Zoning Appeals would otherwise be deleted from the City Code.

Chapter 6: Board of Local Improvements

The Board of Local Improvements has not been used by the City since 1988. This Board was used prior to the City moving to a Council-Manager form of government. It is recommended that this chapter be deleted from the City Code and as an ad hoc committee could be formed if this type of board was needed at any point in the future.

Chapter 7: Economic Development Committee

According to City Code, the Economic Development Committee is made up of ten residents to assist the Mayor in the planning and development of the City's economic base, the publicizing of same and in the application for Federal and State grants for economic development for the purpose of maintaining, revitalizing and attracting sound and stable commercial growth. While many of the goals of the committee remain the same, others such as responsibility of grant applications have been assumed by full-time staff.

The updated mission for the committee is to provide input as the City creates planning and development strategies that aim to diversify the tax base, to promote private/public partnerships, and to stimulate investment of the City's economic base. In addition, the Committee shall help publicize development and redevelopment plans including residential, commercial, industrial and tourism related initiatives.

City Manager Brian Gregory said a mix of residents and businesses is being recommended and the Mayor, City Manager, and City Attorney would serve as ex-officio members. He continued with the proposal to delete the Playground and Recreation Board since the authority was relinquished to the Sycamore Park District in 1995. He said based on direction, an ordinance for action will be brought forward on May 6th.

Mayor Lang said the goal is to diversity citizens into committees, so deleting these and focusing on the active ones speaks well to those that are willing to give their time and energy to serve the City.

Alderman Braser said it is a good idea and the consensus of the Council was to move forward.

B. Consideration of the FY20 City of Sycamore Employee Handbook.

Director of Human and Administrative Resources Maggie Peck said the employee handbook is updated each year effective May 1st as it coincides with employee contracts. The changes on page two and three are aligning the City Positions and Organizational Chart with the ordinances that were passed this evening. Under tuition reimbursement, the amount per person was changed, to budget accordingly, as they have seen an increase in employees interested in continuing their growth. The amount of time the employee needs to stay with the City to receive those funds also changed.

Mayor Lang congratulated her as it took a tremendous amount of effort to update this.

C. Consideration of the City's FY20 Accounting and Purchasing Manual.

City Manager Brian Gregory said they update this on an annual basis. A few highlights are:

- Adjust disposal of City property threshold from \$50 to \$500 for public auction and Council approval.
- New policy on official advance funds and requirements regarding the use of federal award funds.
- Update certain policy and procedures to reflect current practices and the use of technology.
- A reference to the City's Code of Ethics Policy outlined in the City handbook.

MOTION

Alderperson Stowe moved to approve the Consideration and Alderperson Stouffer seconded the motion.

VOICE VOTE

Mayor Lang called for a voice vote to approve the motion. All Alderpersons voted aye. Motion carried 7-0.

OTHER NEW BUSINESS

APPOINTMENTS

ADJOURNMENT

MOTION

Aldersperson Stouffer moved to adjourn the meeting at 8:19 p.m. and Aldersperson Paulsen seconded the motion.

VOICE VOTE

Mayor Lang called for a voice vote to approve the motion. All Alderspersons voted aye. Motion carried 7-0.

Approve:

Mayor - Curt Lang

Attest:

City Clerk – Mary Kalk