

**SYCAMORE CITY COUNCIL**  
**AGENDA**  
February 15, 2021

**REGULAR CITY COUNCIL MEETING**  
**7:00 P.M.**

Pursuant to Governor Pritzker’s Executive Order No. 2020-07 (COVID-19 Executive Order No. 5), the Open Meetings Act permits remote public meetings. The City Council meeting will be held in person with a hybrid option utilizing zoom for those only able to attend remotely.

If you would like to listen to the meeting remotely via Zoom, please go to:

<https://us02web.zoom.us/j/83010018008?pwd=NWIHK0xkWDNleWZGYVRxY2JMS1daQT09>

Meeting ID: 830 1001 8008  
Passcode: 696516

1. **CALL TO ORDER AND ROLL CALL**
2. **INVOCATION**
3. **PLEDGE OF ALLEGIANCE**
4. **APPROVAL OF AGENDA**
5. **AUDIENCE TO VISITORS**

In accordance with previously adopted Rules, Public Comments shall be limited to a maximum of thirty minutes per meeting and the public may participate only during the “Public Comment” portion of the meeting. Comments shall not exceed three minutes per speaker unless limited to a shorter duration if numerous people wish to speak. All participants will be required to provide their name and address for the record. No speaker may speak more than once during any meeting unless specifically permitted to do so by the presiding officer. The City encourages that a spokesperson be chosen for individuals wishing to speak about the same subject matter to avoid repetitive presentations. All remarks should be addressed to the City Council as a whole and not to any individual member or employee. In the event speakers pose questions the Council or City staff, they should be aware that those individuals may decline to answer. Each speaker shall maintain civility and decorum. The Presiding Officer retains the right to stop or remove any speaker who becomes disruptive to the meeting.

**6. CONSENT AGENDA**

- A. Approval of the Minutes for the Regular City Council Meeting of February 1, 2021.
- B. Payment of the Bills for February 15, 2021.

**7. PRESENTATION OF PETITIONS, COMMUNICATIONS, AND BILLS**

**8. REPORTS OF OFFICERS**

**9. REPORTS OF STANDING COMMITTEES**

**10. PUBLIC HEARINGS—None**

**11. ORDINANCES**

**A. Ordinance No. 2020.25—An Ordinance Approving an Extension to the Collective Bargaining Agreement Between the City of Sycamore and the International Association of Firefighters Local 3046. First and Second Reading.**

The current agreement between the City of Sycamore and IAFF Local 3046 expires on April 30, 2022. Negotiations on a successor agreement would likely begin in the fall of 2021. Collective bargaining would be starting at the same time a new City Manager will be learning the position. To help smooth the transition, the City Manager and Director of Human and Administrative Resources met with IAFF Local 3046 and arrived at a one-year extension that would see 2.5% salary increases in the final year of the contract (May 1, 2022 to April 30, 2023).

The City and IAFF Local 3046 are also working toward a Memorandum of Understanding (MOU) regarding an Apprenticeship Program. The program will replace the current internship program and needs to be recognized by the contract to secure outside funding. The MOU will be adjustable with mutual consent during the term of this collective bargaining agreement and the program will be inserted into the agreement at the next full re-opener.

City Council approval is recommended.

**B. Ordinance No. 2020.26—An Ordinance Approving a Collective Bargaining Agreement Between the City of Sycamore and the American Federation of State, County and Municipal Employees, Council 31, on Behalf of AFSCME Local 3957. First and Second Reading.**

The current agreement between the City of Sycamore and AFSCME Local 3957 expires on April 30, 2022. As noted above, negotiations on a successor agreement would likely begin in the fall of 2021 at roughly the same time a new City Manager will be learning the position. To help smooth the transition, the City Manager and Director of Human and Administrative Resources met with AFSCME Local 3957 and arrived at a one-year extension that would see 2.5% salary increases in the final year of the contract (May 1, 2022 to April 30, 2023).

City Council approval is recommended.

## 12. RESOLUTIONS

### **A. Resolution No. 852—A Resolution Authorizing the City Manager to Execute a Legal Services Agreement Between the City of Sycamore and Foster, Buick, Conklin and Lundgren, LLC.**

The City's agreement for legal services with Foster, Buick, Conklin and Lundgren Law Group is set to expire at the end of August. The City Manager has prepared a two-year agreement with the firm to continue to provide the City's legal services and align the term with the City's Fiscal Year.

This is outlined in the attached agreement as follows:

- The term of the agreement is for two years (May 1, 2021 through April 30, 2023; with two additional one-year extension options through 2025).
- The firm's monthly retainer will be \$6,150 beginning September 1, 2021 and increase by 2% on May 1, 2022. Foster, Buick, Conklin and Lundgren will regularly schedule two hours per week on the City premises to meet with staff.
- Work which does not fall under the retainer (e.g. bond work, litigation, labor negotiations, and annexations) would continue to be billed at \$155 per hour during the first two years of the agreement. Work for any services where the City will be passing the cost of such services on to 3rd parties will be billed at the firm's normal rates. The hourly billable rate will be increased by 2% each year the renewal options are exercised.
- The essential duties and responsibilities of the firm would remain unchanged.

City Council approval is recommended.

### **B. Resolution No. 853—A Resolution Approving an Extension to an Agreement Between the City of Sycamore and KMB Computing, Inc. for Information Technology Services Beginning May 1, 2021.**

For more than fifteen years, KMB Computing, Inc. has provided contractual I/T support to the City of Sycamore. The attached agreement includes an extension with a monthly retainer of \$4,000. Kim Williams, the company's principal, provides day-to-day computer support, network security, e-mail and internet access support, hardware and software trouble shooting, IP telephone support and assists the City in the coordination of new technology related initiatives. Items not included in the scope of work outlined in the agreement are compensated at a rate of \$98 per hour. The agreement is open-ended and both the retainer and hourly billing will increase by 2% each year on May 1<sup>st</sup>.

Each fiscal year, staff considers the I/T needs of the organization to determine if a full-time I/T employee is needed. The agreement includes a clause that allows the City to terminate the agreement with ninety days' notice in the event the City determines the need for in-house I/T employees or for any other matter. Mr. Williams has the same right to terminate with ninety days' notice under the agreement.

City Council approval is recommended.

**C. Resolution No. 854—A Resolution Approving an Extension to the Agreement Between the City of Sycamore and the Sycamore Chamber of Commerce for Visitor Attraction and Economic Development.**

A one-year contract between the City of Sycamore and the Sycamore Chamber of Commerce for tourism and community development services expires at the end of fiscal year 2021.

Typically, the partnership agreements have been for three years and are funded from hotel and motel tax receipts. The past two-years, the City provided \$55,000 and \$42,000, respectively, in support to the Chamber, which had amounted to roughly 25% of the receipts for the three previously audited years. Receipts estimated at \$72,000 for FY2021 are considerably lower than the roughly \$168,000 to \$220,000 the previous three years.

It is difficult to gauge how hotel stays will recover. It is likely that a portion of business travel will be reduced and replaced by electronic meeting platforms, impacting hotel stays. Hotel/Motel Tax revenues have typically supported general operations, the downtown and gateway grant programs, the Chamber Agreement, the DCEDC agreement and Voluntary Action Center. The funding of this agreement for FY22 will come from the Downtown Development Fund (Fund 13).

The Chamber provides the following services to the City:

- 1) Maintaining a professional staff including a full-time Executive Director and Discover Sycamore/Tourism Director to maintain a visitor attraction program and to assist the City in its business attraction efforts.
- 2) Providing periodic oral presentations to the City Council regarding ongoing tourism and community development activities of the Chamber.
- 3) Providing periodic reports to the City Manager identifying (a) efforts to market Sycamore to visitors; (b) the impact of sponsored events in drawing day trippers or overnight guests to Sycamore; and (c) the number and nature of inquiries concerning available Sycamore retail space.
- 4) Maintaining a current database concerning downtown Sycamore office and retail space including available space, rent per square foot, associated utility costs, and contact persons.
- 5) Providing advice and assistance to the City on business and industry retention matters. This means informing the City Manager of any confirmed intentions of local businesses to expand or relocate as soon as they are learned.

The City's obligations for FY22 includes the following:

- 1) Providing the Chamber a grant of Forty Thousand Dollars (\$40,000) to partially offset the cost of the Discover Sycamore/Tourism Director and to help finance a variety of marketing and advertising aimed at attracting visitors and supporting local businesses.

2) The referral of retail prospects to the Chamber for further information about vacant downtown storefronts and other retail locations.

3) Informing the Chamber as soon as practicable about any likely changes in the City's tax policy, retention policy, incentive policy, and any other policies that may be critical to the Chamber's business attraction and retention efforts. Toward this end, regular contact is maintained between the City Manager and the Chamber staff, and the City Manager sits as an ex-officio member of the Chamber Board of Directors (the School District and Park District also have ex-officio representatives on the Chamber board).

4) Work cooperatively with the Chamber to help expand its funding base through public grant sources. This assistance typically takes the form of information regarding the City's demographics and its attractions.

The Chamber will continue to provide the same services as outlined above while recognizing the City as a sponsor. Both organizations will continue to work together to support our businesses as we move forward and continue to navigate the impacts of COVID-19.

City Council approval is recommended.

### **13. CONSIDERATIONS**

#### **A. Consideration of a Preliminary Three-Year Capital Improvement Program for the City of Sycamore, Illinois.**

The proposed three-year capital improvement program is appended for the Council's review.

In FY22, the capital improvement program identifies funded items totaling \$4,144,500. These expenditures have dedicated sources of revenue and do not involve any tax increases. The highlights of the infrastructure improvements include:

- The City's annual street maintenance program: \$2,050,000 (Street Maintenance Fund, Motor Fuel Tax Fund).
- Sidewalk removal and replacement in conjunction with Street Maintenance Program: \$150,000 (Capital Assistance Fund).
- Improvements to Fire Station #1 Living Quarters: \$100,000 (Public Buildings Fund).
- Repair/Repaint Water Tower #1: \$950,000 (Water Connection Fee Fund).

In the upcoming year, \$477,500 in general fund operating departmental capital expenditures are planned from the Capital Assistance Fund (06) and the Sales Tax Distributive Fund (22). The majority of these capital improvements are recurring vehicle and machinery replacements necessary for departmental operations.

The City Manager is requesting Council direction regarding the Capital Improvement Program.

**B. Consideration of the 2021 Water Main Replacement Program.**

The Public Works Department has prepared the following proposed five-year schedule for watermain replacement and the process utilized in its development. The process considers multiple factors including impacts to the existing water system, coordination with roadway projects and opportunities to leverage state and federal funding opportunities to reduce overall City costs.

The City started collecting the infrastructure fee at the start of 2021. These funds coupled with \$1.7 million of internal borrowing and the IEPA RLP (Revolving Loan Program) funding will allow sizeable and cost-effective projects to be completed in calendar years 2022 through 2025. At the completion of these projects and after repayments, the City should still have over \$300,000 in annual revenue to utilize available towards future improvements.

The project priority list within the 2019 Water Master Plan was compiled using a matrix using weighted criteria including but not limited to; public safety, water quality, watermain age, ability to save funds by combining it with other projects. Staff will review projects on at least an annual basis which may result the reorganization, addition or removal of projects.

<b>Location</b>	<b>Improvement Costs Estimate</b>	<b>Watermain Funding</b>	<b>Schedule (Calendar Year)</b>	<b>Notes</b>
IL Route 64 (Library to Sabin Street)	\$992,256	Local	2022	IDOT Route 64 is scheduled for FY 2023 (July 2022 to June 2023)
Sabin Street (IL Route 64 to Sycamore Street)	\$548,352	Local	2022	Coordinated with street rehabilitation in CY 2022
Exchange Street (Lucas to Sabin)	\$913,920	Local	2022	Coordinated with street rehabilitation in CY 2022
DeKalb Ave/ Elm Street (Center Cross to	\$991,089	IEPA Borrowing	2023	Coordinated with DSATS Road Construction (20% City Match)
South Avenue	\$500,000	IEPA Borrowing	2023	
Somonauk (Phase 1)	\$1,899,384	IEPA Borrowing	2024	Coordinated with DSATS Road Construction (20% City Match)
Somonauk (Phase 2)	\$1,899,384	IEPA Borrowing	2025	Potential for additional TARP (Federal) Funding

**Calendar Year 2022/ Fiscal Year 2023 Projects**



Street Name	Current Diameter (in.)	Updated Diameter (in.)	Length (ft.)
Sabin St.	4	8	1,050
Exchange St.	4/6	8	1,750
State St.	4/6	10	1,900
Governor St.	4	8	400
<b>Total</b>	-	-	<b>5,100</b>

**IL Route 64**

This improvement will replace the existing four-inch and six-inch main between the Sycamore Library and Sabin Street with 1,900 linear feet of ten -inch diameter main. Each end will connect to an existing ten-inch main. The main purpose is to improve water quality.

The project is scheduled for CY 2022 to allow for funding, design and permitting. It will also be completed before IDOT’s Il Route 64 Construction Project scheduled for FY 2023.

**Sabin Street**

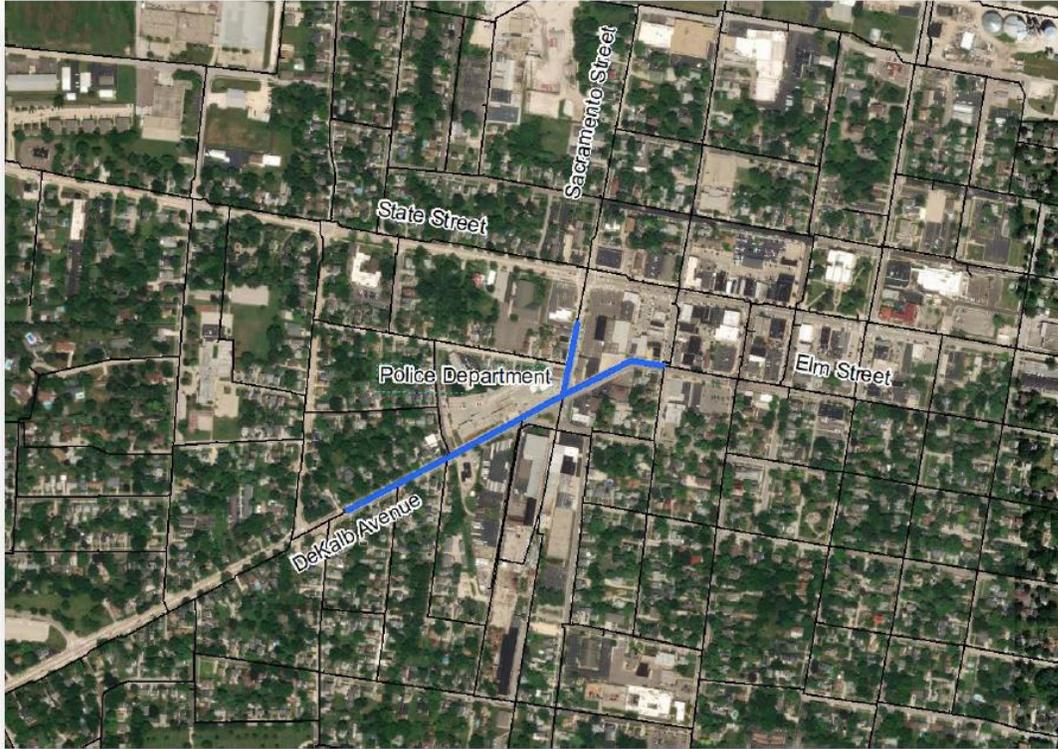
1,050 linear feet of four-inch diameter watermain will be replaced with an eight-inch watermain. The existing main has four documented breaks including a repair completed in November of 2020. The project will be completed in CY 2022 to coincide with locally funded street improvements.

**Exchange**

The existing main will be replaced between Walnut and Sabin Streets. It will upsize the 2,100 linear feet of existing four-inch and six-inch mains to an eight-inch diameter main. This improvement aims to improve fire flows within the multi-family housing on the south side of Exchange Street. Watermain work will be coordinated with locally funded road improvements.

**Calendar Year 2023/ Fiscal Year 2024 Projects**

Water modeling indicated that the Elm Street watermain improvements had the most widespread improvement to water quality of any of the priority improvements. The project limits extend from Center Cross Street to Sacramento Street and include one block of Sacramento Street north of Elm Street.



Street Name	Current Diameter (in.)	Updated Diameter (in.)	Length (ft.)
Sacramento Street	6	8	200
Elm Street	4	8	175
DeKalb Avenue	4/6	8	1,725
<b>Total</b>	-	-	<b>2,100</b>

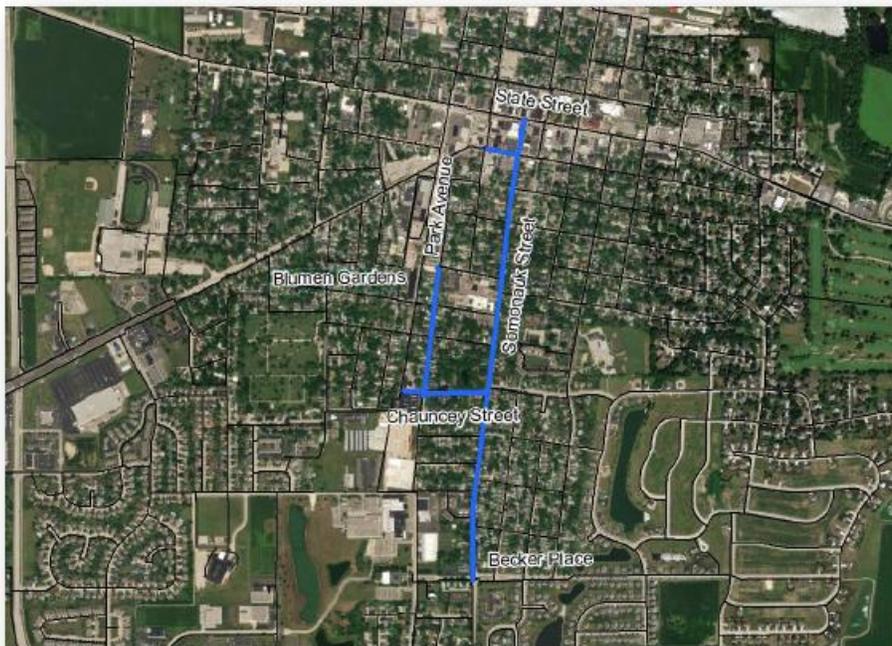
Staff also continues to investigate water quality concerns raised in the South Avenue area. A placeholder of \$500,000 has been included to provide funding to construct a new main connecting Park Avenue to South Avenue while eliminating aged and parallel mains.

City staff has included Elm Street and DeKalb Avenue from Center Cross to Main Street on the list of STU Streets. These federal funds provided the City with 80% funding toward roadway improvements. Due to the high potential for unforeseen ground conditions, it is recommended watermain be installed. A temporary patch with roadway improvements will be completed the following year. While it would require modification of STU allocation, roadwork could be bid in 2023 and completed in 2024.

**Calendar Year 2024-25 / Fiscal Year 2025-26 Projects**

Somonauk Street improvements are the largest of the priority improvements and will provide the biggest challenge due to the size of the project, traffic, special events, adjacent infrastructure and existing street trees. The upsizing of four-inch, six-inch, and eight-inch mains along Somonauk Street to ten-inch diameter mains will allow for a more direct route for water to flow north and south while providing the opportunity to eliminate parallel mains located behind Blumen Gardens. New mains on Chauncey Street allows for the removal of smaller parallel mains and an extension north on Park Avenue to recently completed watermain improvements.

Since Somonauk Street is eligible for both STU and TARP (Truck Access Road) funding, there is an opportunity to greatly reduce road construction costs. Staff recommends that the watermain project is split into two phases, constructed over two construction seasons, but under one contract. Staff will explore the opportunity to utilize IEPA Loan Funding, STU Funding (80% towards roadway) and TARP in one project. This will require the coordination of three separate funding sources with three different timelines. If the watermain and roadway projects must be separated, the roadway would be temporarily patched with roadwork performed by a separate contractor.



Street Name	Current Diameter (in.)	Updated Diameter (in.)	Length (ft.)
Somonauk Street	4/6/8	10	5,450
Chauncey Street	4/6	8	1,300
High Street	6	10	400
Park Avenue	4	8	1,500
<b>Total</b>	-	-	<b>8,650</b>

Currently, this project is on the STU schedule for FY2023; however, staff has confirmed funding could be shifted to the following years due to higher than average demands.

Planning and design of a project starts a minimum of six months in advance of construction. For spring construction, survey and field information must be collected the previous fall. Over the winter months, design is completed, and permits are sent to the IEPA for approval. For projects within the IDOT right of way, the City will need to submit and obtain a utility permit. Each of these processes takes two to three months and must be completed before accepting bids.

Like the Street Maintenance Program, the projects will continue to be evaluated and adjusted as necessary. Given that the projects have been coordinated with local paving, IDOT paving and the availability of STU funds, the timing of these projects will provide a complete solution while addressing the priority improvements outlined in the Water Master Plan. Staff is seeking Council direction which will start the design process for 2022 (FY23) construction season.

City Council directed is requested.

**C. Consideration of a Recommendation from the Public Works Department to Award the Bid for the 0.75 MG Elevated Storage Tank Repairs to JETCO LTD of Lake Zurich, IL in the amount of \$49,781.00.**

Water Tower #1 is a 750,000-gallon pedestal style elevated storage tank located at the intersection of Park Avenue and Becker Place. It was constructed in 1962 and last painted in 1987. In 2020, the City contracted with KLM Engineering to complete an inspection of the tower in preparation for repainting. KLM provided the report in May of 2020 along with recommendations and corresponding cost estimates. Due to the style of tank, additional structural members are required to support a temporary shroud during painting. This structural work is estimated at approximately \$316,000 and would not offer any additional benefit. With a total estimated rehabilitation cost of \$1.7M, the City began exploring other options including tower replacement.

In order to provide adequate time to evaluate these options and explore potential funding sources, the City directed KLM to prepare contract documents to repair critical items. These include replacing tank vents and aviation lights as well as completing repairs on climbing ladders, specific weld locations and column footings. The project was bid utilizing the City’s website and included the City’s local preference policy and the State of Illinois’ “Employment of Illinois Workers on Public Works Act”. The latter requires 90% of the workforce on each project to be residents of Illinois. Bids were originally opened on December 3, 2020 however the low bidder was not able to meet the conditions of the Public Works Act and the project was rebid.

The project was immediately rebid and bids for were opened on February 2, 2021 at 10:00 AM. The City received two bids, both from companies located in northern Illinois.

<b>Company Name</b>	<b>Location</b>	<b>Bid Amount</b>
JETCO Ltd	Lake Zurich, IL	\$49,781.00
Maxcor Inc.	New Lenox, IL	\$93,555.00

The Public Works Department and KLM Engineering have reviewed the bids and recommend awarding the bid to JETCO LTD of Lake Zurich, IL in the amount of \$49,781.00.

City Council approval is recommended.

**D. Consideration of a Public Works Recommendation to Purchase a New 2019 Bobcat Model 3400 Utility Task Vehicle (UTV) from C.S.R. Bobcat of DeKalb, Illinois in the Amount of \$18,991.61.**

Last year, an identical UTV was purchased for use at the Wastewater Treatment Plant. This purchase continues the plan to evaluate Public Works' needs regarding fleet vehicles. The primary use of these vehicles is to move personnel and materials around the Treatment Plant, instead of a full-size pickup or golf cart which is only used during the summer. With the addition of another UTV, a pickup truck from the Wastewater Treatment Plant can be shifted to assist the other divisions within Public Works.

The vendor quoted the same price as last year's purchase which was competitively bid. This purchase was approved as part of the FY21 budget process.

The Public Works Department recommends purchase of a Bobcat Utility Task Vehicle from C.S.R. Bobcat of DeKalb, IL for the contract price of \$18,991.61.

City Council approval is recommended.

**E. Consideration of a Public Works Recommendation to Approve a Change Order to Leander Construction for the Sycamore Wastewater Treatment Plant for Items Related to Construction Totaling \$38,257.27.**

During the construction of the Wastewater Treatment Plant, the six items described below were out of the contractor's original scope of work. Individually, all of these items are under the spending threshold of the City Manager, however these are brought to the City Council to promote transparency and provide information on actual construction costs.

Five of the change order requests (COR's) are items required for completion and operation of the plant and not accounted for within the original design and therefore not included in the original contract cost. They include modification of electrical breakers, additional work related to the installation of a magnetic flow meter, construction of an elevated platform around the ultraviolet disinfection equipment, costs above the allocated allowance for gas services installation, and structural modification/additions to accommodate equipment within the solids handling building.

Fence modifications were requested by City staff. This is the last item relative to fencing, which allows for the enclosure of the entire public works campus with the addition of one manual and two motorized gates. A majority of the fence costs were offset using quantities included in the original scope of work.

The following is a list of each item within the corresponding change order number and cost. A detailed breakdown and description of each item is included in the supporting documents. In some instances, reductions were made by the contractor to gain concurrence amongst all parties.

<b>COR</b>	<b>Item Description</b>	<b>Amount</b>
#11	Breaker Modifications	\$ 4,294.68
#13	Fence Modification	\$ 1,967.43
#16	Mag Meter Installation	\$ 4,778.80
#17	UV Platform	\$ 18,778.95
#19	Gas Service	\$ 155.58
#20	Crane Column Modification	\$ 8,278.83
Total		\$ 38,254.27

These costs have been reviewed and recommended for payment by both the consulting engineer and public works staff members. Therefore, staff recommends this work is included as part of Leander Construction’s scope of work and paid according to the previous breakdown totaling \$38,327.61.

City Council approval is recommended.

**F. Consideration of the Appointment of Maggie Peck to the Position of Acting City Manager for the City of Sycamore, Illinois.**

Mayor Lang will propose the appointment of Maggie Peck as acting City Manager, effective March 1, 2021, with a daily stipend of \$65 per day. Ms. Peck is presently serving as the Director of Human and Administrative Resources. The appointment would provide administrative continuity as City Manager Brian Gregory will vacate the position at the end of February.

The process to permanently fill the City Manager position will begin in March with a selection anticipated by the new Mayor and City Council after May 1st.

City Council approval is recommended.

**G. Consideration of an Administration Request for a Closed Session to Discuss Personnel Matters.**

**14. APPOINTMENTS**

**15. OTHER NEW BUSINESS**

**16. ADJOURNMENT**