

**SYCAMORE CITY COUNCIL**  
**AGENDA**  
May 3, 2021

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

- 1. CALL TO ORDER AND ROLL CALL**
- 2. INVOCATION**
- 3. SWEARING-IN OF ELECTED OFFICIALS**
  - A. Swearing-in of City Clerk Mary Kalk.
  - B. Swearing-in of Mayor Steve Braser.
  - C. Swearing-in of First Ward Alderman Alan Bauer, Second Ward Alderman Pete Paulsen, Third Ward Alderman Jeff Fischer, Fourth Ward Alderman David Stouffer and Fourth Ward Alderwoman Virginia Sherrod.
- 4. PLEDGE OF ALLEGIANCE**
- 5. APPROVAL OF AGENDA**
- 6. 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.

**7. CONSENT AGENDA**

- A. Approval of the Minutes for the Regular City Council Meeting of April 19, 2021.
- B. Payment of the Bills for May 3, 2021.
- C. Receipt and File of the Annual Police and Fire Commission Report.

**8. APPOINTMENTS**

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

- A. A Proclamation Declaring May 2nd through May 8th, 2021 as Public Service Recognition Week in the City of Sycamore, Illinois.
- B. A Proclamation Declaring May 9th through May 15th, 2021 as Police Week in the City of Sycamore, Illinois.

**10. REPORTS OF OFFICERS**

**11. REPORTS OF STANDING COMMITTEES**

**12. PUBLIC HEARINGS—None**

**13. ORDINANCES—None**

**14. RESOLUTIONS**

**A. Resolution No. 865—A Resolution Requesting the Permission of the Illinois Department of Transportation to Close Illinois Route 64 from Main Street to Sacramento Street from 5:00 A.M. Until 5:00 P.M. on Sunday, July 25, 2021 to Allow for the “Turning Back Time” Car Show in the City of Sycamore, Illinois.**

The organizers of the “Turning Back Time” car show have requested the closing of Route 64 from Main Street to Sacramento Street from 5:00 a.m. to 5:00 p.m. on Sunday, July 25, 2021 for the annual car show. As in previous years, the car show will feature vendors, antique cars, and musical entertainment. Though the City is withholding special event permits pending direction from the Illinois Department of Public Health and the Restore Illinois Plan, it is necessary that the request is made to IDOT well in advance.

City Council approval is recommended.

**B. Resolution No. 866—A Resolution Requesting Permission from the Illinois Department of Transportation to Close Illinois Route 64 from Governor Street to Sacramento Street from 6:00 P.M. Until 7:30 P.M. on Wednesday, September 22, 2021 to Allow for the Sycamore High School Homecoming Parade in the City of Sycamore, Illinois.**

The attached resolution requests IDOT’s permission to close a portion of Illinois Rt. 64 for the Sycamore High School Homecoming parade on September 22, 2021.

City Council approval is recommended.

**C. Resolution No. 867—A Resolution Requesting Permission from the Illinois Department of Transportation to Close Illinois Route 64 from Kingsway Drive to Sacramento Street between 8:30 AM and 10:00 AM on Sunday, October 31, 2021 to Allow for the “Road Run” as Part of the Pumpkin Festival in the City of Sycamore, Illinois.**

The Sycamore Chamber of Commerce has requested the closing of Illinois Route 64 from Kingsway Drive to Sacramento Street from 8:30 a.m. to 10:00 a.m. on Sunday, October 31, 2021, for the Pumpkin Run. As in previous years, Illinois Route 64 will be opened as runners clear the course.

City Council approval is recommended.

**D. Resolution No. 868—A Resolution Requesting Permission from the Illinois Department of Transportation to Close Illinois Route 64 from Locust Street to Sacramento Street from 12:00 Noon Until 5:00 P.M. on Sunday, October 31, 2021 to Allow for the Pumpkin Festival Parade in the City of Sycamore, Illinois.**

The Pumpkin Festival Committee has requested the closing of Illinois Route 64 from Locust Street to Sacramento Street from 12:00 p.m. to 5:00 p.m. on Sunday, October 31, 2021, for the Pumpkin Parade as part of the 60th annual Pumpkin Festival. This year’s Pumpkin Festival runs from October 27th through October 31st.

City Council approval is recommended.

**15. CONSIDERATIONS**

**A. Consideration of a Public Works Department Recommendation of a Program to Assist with the Replacement of Privately-Owned Residential Lead Service Lines.**

The City of Sycamore owns and operates a water system that consists of over 115 miles of watermain and serves over 7,000 different users. In 2019, the City completed a Water Master Plan that identified short and long-term needs required to meet the consumption demands of the community and regulatory compliance. One goal was to continue to identify and inventory private lead service lines and assist residents with replacing their lead water services. While the City is responsible for watermains, City Code, Section 8-2-6 identifies the property owner as the responsible party for “all repairs for or replacement of water service pipes from point of connection to the city water main to the building...”. The City has identified over 220 lead services; however, over 4,800 private connections remain unknown.

To facilitate and defer costs for the replacement of privately owned lead water services, the City continues to explore funding opportunities. In January 2020, the City initiated an application to the Illinois Environmental Agency for a forgivable loan in the amount of roughly \$1 million. While the City is the lead agency on this project, the funds are earmarked towards design and construction related activities associated with the replacement of approximately 150 private lead water services. City staff has continued through this process and, as of March 2021, received IEPA approval to collect bids. Pending bid results, the City anticipates loan approval and construction this summer. Service locations

are not finalized and will be determined during the bidding and construction phase. There is an emphasis on clustering service locations to receive favorable pricing.

In addition to the lead water service replacement project, the City is in the preliminary and design stages of multiple watermain projects. The City's current five-year plan, approved by City Council in February of 2021, calls for the replacement of over three miles of watermain and approximately 245 services. During these projects, the City will replace watermain and related appurtenances such as hydrants and services. At no cost to the owner, the City will replace the service line from the main to the shut-off valve, which is typically located at the property line. Services will be replaced regardless of material type. The property owner will bear the cost of replacement from the shut-off to the water meter inside the building.

In an effort to provide assistance to the residents of Sycamore who are unable to participate in these aforementioned programs, City staff has developed a program to provide some assistance and incentive for lead service replacements. The proposed framework would be similar to the City's three-step sidewalk replacement program. Residents will need to submit a short application to apply for the program. From this point, the City would use the best available information and field investigations to confirm it is a lead service. Provided the service qualifies for the program, the resident would hire a licensed plumber and/or contractor to complete the work. The City would waive permit fees (approximately \$150-\$175), provide the saddle and corp. stop, and tap the water main (up to 1" service). The resident would be eligible for reimbursement from the City up to \$1,000 upon the successful replacement and inspection of the water service. The reimbursement would come in the form of a credit on the residents bi-monthly utility bill.

City Council direction is requested.

## **B. Consideration of a Public Works Department Request for an Open Purchase Order for Replacement Water Meters.**

The Water Division of the Public Works Department uses two drive-by meter radio systems to gather meter reads from over 6,000 water meters currently in use. Accurate reading and billing of water use is vital to support operational and capital needs within the Water Division. Without pass through fees, over 95% of the Water Division's revenue is attributed directly to water sales.

The Division's goal is to replace the roughly 750 Badger Trace radios (due to age and failure of reading equipment) and 510 manual walk-up read meters by FY2024. When complete, essentially all water meters within the City will be read via a drive-by meter radio system, which substantially decreases the time involved to gather water meter readings. Over 575 meters were installed in FY21, and another 650 meters are expected to be replaced in FY2022.

Replacement of the water meter and radio device typically occur every 15 to 20 years before 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. Accounts with inoperative radio transmitting devices require the water bill to be estimated until such time that the radio device can be replaced, and an actual meter reading can be taken off the face of the water meter.

Warranty periods for water meters begin upon purchase, not installation; therefore, it is not recommended that the City keep a large amount of stock on hand. As a result, the Water Division purchases meters and radio transmitters as needed throughout the fiscal year.

Council approval is requested for the purchase of up to \$200,000 in water meters and radio transmitters from two companies, Core & Main LP and Midwest Meter Inc. Council's approval of the request will allow for the ongoing replacement of aging water meters, manual read meters and non-functioning radio devices. This will help ensure the accurate and efficient gathering of water meter readings and proper billing of water use consumption to the City's water customers.

City Council approval is recommended.

**C. 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.**

**16. OTHER NEW BUSINESS**

**17. ADJOURNMENT**