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**SYCAMORE CITY COUNCIL – REGULAR MEETING – ELECTRONIC VIA ZOOM**  
**MINUTES OF JANUARY 19, 2021 Meeting ID: 863 7307 3546 Password: 964354**  
<https://us02web.zoom.us/j/86373073546?pwd=T1Q3azFzMzkyVDdvTEkrckc4L05nUT09>

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**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: Virginia Sherrod, David Stouffer, Chuck Stowe, Alan Bauer, Steve Braser, Nancy Copple, Josh Huseman, and Pete Paulsen. City Attorney Keith Foster was also present.

**INVOCATION-** by Pastor Kevin Rutledge, First Baptist Church

**PLEDGE OF ALLEGIANCE** – Led by Alderman Alan Bauer

**APPROVAL OF AGENDA**

**MOTION**

Alderperson Copple motioned to approve the agenda and Alderperson Sherrod seconded the motion.

**ROLL CALL VOTE**

Mayor Lang called for a roll call vote to approve the motion. Alderpersons Sherrod, Stouffer, Stowe, Bauer, Braser, Copple, Huseman, and Paulsen voted aye. Motion carried 8-0.

**AUDIENCE TO VISITORS**

**CONSENT AGENDA**

- A. Approval of the Minutes for the Regular City Council Meeting of January 4, 2021.
- B. Payment of the Bills for January 18, 2021 in the amount of \$2,785,980.56.
- C. Planning and Zoning Meeting Minutes from December 14, 2020.

**MOTION**

Alderperson Bauer motioned 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 Sherrod, Stouffer, Stowe, Bauer, Braser, Copple, Huseman, and Paulsen voted aye. Motion carried 8-0.

**APPOINTMENTS**

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

**REPORT OF OFFICERS**

**City Manager – Brian Gregory** said that the Waste Water Treatment Plant, one of the largest projects in Sycamore, is on the "five yard line". The treatment plant is operating with a few kinks to be worked out but that the waste stream is moved over to the new treatment plant which is good news after 18 months of progress. It will finish in the spring but the substantial completion will wrap up in the next month.

**Police Chief – Jim Winters** said that Friday will be the second wave of vaccinations from the health department. Officers will have an opportunity to get it if they chose as appointments are being scheduled for Wednesday and Friday of this week. He also reported that seven officers are attending a 40-hour State Certified Crisis Intervention course this week. This course was fully funded through about \$17,000 of grants obtained through the DeKalb County Community Foundation and the DeKalb County Mental Health Board. It provides officers advanced training on how to best respond to calls involving people with mental illness or who are under emotional or behavioral stress. He reported that the body cameras were fully deployed on January 11<sup>th</sup>.

**Fire Chief – Pete Polarek** said the health department has been issuing the COVID vaccines to the first group and is happy to see that the police department members are next. He said that the DeKalb County Health Department (DCHD) has really

done a great job facilitating the vaccine process and registration in the various locations. Everyone he has talked to has been very pleased and the process has been flawless. He gave kudos to the DCHD.

**Director of Community Development John Sauter** said the 2021 Zoning Map is complete and available for viewing at the Community Development Department, the City Clerk’s Office, and the City website at cityofsycamore.com. They have performed several inspections at the clinic remodel and the new NICOR building and both projects are progressing nicely. The clinic will be dry walling the Phase 1 of 7 this week. NICOR is working on underground utilities inside the main office and garage building and they should start pouring floors in the near future.

**Director of Human and Administrative Resources (DHAR) – Maggie Peck** said that the interviews for the Public Works laborers will take place this week as there are two openings. School started back up today and with that, there are two open crossing guard positions they are looking to fill. She reported that the demolition has occurred at 258 Lucas Street but that the final phase of it will occur this April. She said that city buildings are open again.

**City Treasure – Dan Prombo** said that the December Treasurer’s Report, on a cash-basis, has a benchmark of 67%. The State and City Tax are at 66% and 63% respectively. The General Fund Expenditures are just below the benchmark at 61.5%. Both pensions have had increases in the fund growth which makes two straight months of positive gains for both funds.

**REPORTS OF STANDING COMMITTEES**

- Finance – Alan Bauer said - no report.
- Public Safety – Pete Paulsen no report.
- Public Works – Chuck Stowe no report.

**PUBLIC HEARINGS - None**

**ORDINANCES**

**A. Ordinance 2020.21—An Ordinance Approving a Special Use Permit for Brian Fleetwood of Spider Tattooz to operate a Tattoo Parlor/Body Art Establishment (First Floor) at 220 East State Street in the City of Sycamore, Illinois, PIN number 06-32-285-003. First and Second Reading.**

City Manager Brian Gregory said that this comes from the Planning and Zoning Commission (PZC) after conducting a public hearing last Monday and comes with a favorable recommendation by a vote of 10-0. He gave background from the agenda about the petitioner Brian Fleetwood having assumed operations of Spider Tattooz and has found a new location to continue operations after the fire. The following modifications that were approved the City Council were made to the Unified Development Ordinance (UDO) in December as referenced below:

H. PERSONAL AND BUSINESS SERVICES USES	AG	R-1	R-2	R-3	R-4	C-1	C-2	C-3	C-4	M-1	M-2	ORI
Tattoo Parlor/Body Art Establishment ( <u>First or second floor and not located within the Conservation District as defined by Article 1.3.3.</u> )							S					
Tattoo Parlor/Body Art Establishment (first or second floor)								S				

The proposed first floor location at 220 E. State Street is zoned C-2, Central Business District, and is outside of the conservation district. He said that there is a residence that is carved out in the property and that in the C-2 zoning, accessory living is permitted zoning.

*Per Section 4.3.3 of the City's Unified Development Ordinance a Special Use Permit shall be granted only if evidence is presented to establish that:*

*A. The proposed structure or use at the particular location requested is necessary or desirable to provide a service or a facility which is in the interest of the public and will contribute to the general welfare of the neighborhood or community;*

*B. The proposed structure or use will not have a substantial adverse effect upon the adjacent property, the character of the neighborhood, traffic conditions, utility facilities and other matters affecting the public health, safety, and general welfare; and*

*C. The proposed structure or use will be designed, arranged, and operated so as to permit the development and use of neighboring property in accordance with the applicable district regulations.*

*D. Such other standards and criteria as are established by the ordinance for a particular Special Use as set forth in Section 4.3.4 and as applied to Planned Developments as set forth in Article 4.4.*

He reminded that with a public hearing, a sign is placed at the property, a notice is put in the newspaper, and mailers are sent to neighbors within 250 feet of the subject property. No testimony was offered at the public hearing nor did staff receive any calls on this.

**MOTION**

Aldersperson Braser motioned to waive First Reading for Ordinance 2020.21 and Aldersperson Huseman seconded the motion.

**ROLL CALL VOTE**

Mayor Lang called for a roll call vote to approve the motion. Alderspersons Sherrod, Stouffer, Stowe, Bauer, Braser, Cople, Huseman, and Paulsen voted aye. Motion carried 8-0.

**MOTION**

Aldersperson Braser motioned to adopt Ordinance 2020.21 and Aldersperson Sherrod seconded the motion.

**ROLL CALL VOTE**

Mayor Lang called for a roll call vote to approve the motion. Alderspersons Sherrod, Stouffer, Stowe, Bauer, Braser, Cople, Huseman, and Paulsen voted aye. Motion carried 8-0.

**B. Ordinance 2020.22—An Ordinance Approving a Special Use Permit for Crossroads Community Church to operate a Church at 1330 East State Street, Units I and J, in the City of Sycamore, Illinois, PIN number 06-34-300-018. First and Second Reading.**

City Manager Brian Gregory said this also comes from the PZC with a favorable recommendation by a vote of 10-0. He gave a brief background regarding the recently amended UDO to allow a special use permit in C-3 zoning for churches and other places of worship as shown below:

**N. MISCELLANEOUS USES**

**AG R-1 R-2 R-3 R-4 C-1 C-2 C-3 C-4 M- M- ORI**  
**1 2**

	AG	R-1	R-2	R-3	R-4	C-1	C-2	C-3	C-4	M-1	M-2	ORI
Cemetery		S	S	S	S							
Christmas Tree Sales		T					T	T		T		
Churches, Other Places of Worship		S	S	S	S		S	S				
Community Building			S	S	S		S	S	S			

He said that Crossroads Community Church, who has seven locations throughout northwestern Illinois, intends to lease units I and J from Jon and Judy Hoffman at 1330 E. State Street. A public hearing was held and again, no testimony was offered nor did staff receive any calls on this.

*Per Section 4.3.3 of the City's Unified Development Ordinance. This section of the UDO states that a Special Use Permit shall be granted only if evidence is presented to establish that:*

*A. The proposed structure or use at the particular location requested is necessary or desirable to provide a service or a facility which is in the interest of the public and will contribute to the general welfare of the neighborhood or community;*

*B. The proposed structure or use will not have a substantial adverse effect upon the adjacent property, the character of the neighborhood, traffic conditions, utility facilities and other matters affecting the public health, safety, and general welfare; and*

C. *The proposed structure or use will be designed, arranged, and operated so as to permit the development and use of neighboring property in accordance with the applicable district regulations.*

D. *Such other standards and criteria as are established by the ordinance for a particular Special Use as set forth in Section 4.3.4 and as applied to Planned Developments as set forth in Article 4.4.*

#### **MOTION**

Alderson Stowe motioned to waive First Reading for Ordinance 2020.22 and Alderson Braser seconded the motion.

#### **ROLL CALL VOTE**

Mayor Lang called for a roll call vote to approve the motion. Aldersons Sherrod, Stouffer, Stowe, Bauer, Braser, Copple, Huseman, and Paulsen voted aye. Motion carried 8-0.

#### **MOTION**

Alderson Stowe motioned to adopt Ordinance 2020.22 and Alderson Braser seconded the motion.

#### **ROLL CALL VOTE**

Mayor Lang called for a roll call vote to approve the motion. Aldersons Sherrod, Stouffer, Stowe, Bauer, Braser, Copple, Huseman, and Paulsen voted aye. Motion carried 8-0.

#### **C. Ordinance 2020.23—An Ordinance Approving an Amendment to Article 5.2.1, “Conditions of Use,” Section A. “Scope and Purpose,” of the Sycamore Unified Development Ordinance, Adopted May 1, 2005. First and Second Reading.**

City Manager Brian Gregory said that this is the last item coming from the PZC which modifies the UDO as it relates to hard surfaces over utility, drainage, and pipeline easements in Article 5.2. He explained that the current #13 would move to #14 and this would be the new #13 as follows:

#### ***Article 5.2 Conditions of Use***

**5.2.1. *Scope and Purpose.*** *In order to carry out the recommendations of the Sycamore Comprehensive Plan and the purpose and provisions of this Ordinance, all uses permitted in the zoning districts described in Article 5.1 of this Title shall be subject to all of the applicable conditions and restrictions, as follows:*

A. *All uses in all districts shall be subject to the following conditions:*

*13. No hard surface, including both impervious surfaces (sidewalk, driveway, parking area, etc.) and pervious surfaces (man-made porous asphalt, paver blocks, etc.) shall be constructed, occupied or established on any public utility, drainage, or pipeline easement, except with the written permission of the City and all utility companies having rights to use the easement.*

This comes from the PZC, after holding a public hearing, with a favorable recommendation by a vote of 10-0.

Alderman Bauer asked what the process is if the city finds that a resident has violated this rule and asked who is responsible for putting the easement back.

City Manager Brian Gregory said that it would be an ordinance violation.

Director of Community Development John Sauter said typically, if the resident did not receive approval and the utility company has to come in and do work, they are not going to put it back. The resident could negotiate that with the utility company but it's not something that the city will necessarily get involved with.

Alderman Braser said he wasn't aware that the city was allowing anyone to use gravel for their driveways.

City Manager Brian Gregory said we are not, but periodically, it shows up which presents a challenge on if it was there and refreshed or new. This allows us to get ahead and have those conversations.

**MOTION**

Alderson Braser motioned to waive First Reading for Ordinance 2020.23 and Alderson Huseman seconded the motion.

**ROLL CALL VOTE**

Mayor Lang called for a roll call vote to approve the motion. Aldersons Sherrod, Stouffer, Stowe, Bauer, Braser, Copple, Huseman, and Paulsen voted aye. Motion carried 8-0.

**MOTION**

Alderson Braser motioned to adopt Ordinance 2020.23 and Alderson Paulsen seconded the motion.

**ROLL CALL VOTE**

Mayor Lang called for a roll call vote to approve the motion. Aldersons Sherrod, Stouffer, Stowe, Bauer, Braser, Copple, Huseman, and Paulsen voted aye. Motion carried 8-0.

**D. Ordinance 2020.24—An Ordinance Authorizing a Loan Agreement for the City Sycamore, Illinois, a Home Rule Entity through the Public Water Supply Loan Program. First and Second Reading.**

City Manager Brian Gregory said City Engineer Mark Bushnell, who is on the call, has been leading the lead replacement grant/forgivable loan application since last February. This is the next step in the process of actually applying for the funds. They are hoping to have approval from the Illinois Environmental Protection Agency. It was estimated needing just under one million dollars but the loan program recommend that we ask for slightly more to cover the project in case there are any contingencies. It requires council authorization to apply and said they are optimistic but until they get final approval, each step is a positive.

Alderman Stouffer asked when they will be making the approvals.

City Engineer Mark Bushnell said that it is staggered as it's a pool of money that is "first come first serve". We are working on multiple steps at the same time of which one is this ordinance. Another step is that they just turned in the draft engineering plans today and they are working on getting the financial application submitted. He said that optimistically, over the next three months, would be a rough timeline.

**MOTION**

Alderson Stouffer motioned to waive First Reading for Ordinance 2020.24 and Alderson Braser seconded the motion.

**ROLL CALL VOTE**

Mayor Lang called for a roll call vote to approve the motion. Aldersons Sherrod, Stouffer, Stowe, Bauer, Braser, Copple, Huseman, and Paulsen voted aye. Motion carried 8-0.

**MOTION**

Alderson Stowe motioned to adopt Ordinance 2020.24 and Alderson Stouffer seconded the motion.

**ROLL CALL VOTE**

Mayor Lang called for a roll call vote to approve the motion. Aldersons Sherrod, Stouffer, Stowe, Bauer, Braser, Copple, Huseman, and Paulsen voted aye. Motion carried 8-0.

**RESOLUTIONS - None**

**CONSIDERATIONS**

**A. Consideration of an Administration Request for Direction Regarding the 2021-2022 General Fund Fiscal Year Budget.**

City Manager Brian Gregory said this officially starts the budget process. We start with the General Fund tonight with the remaining preliminary assumptions for the different funds being presented in the following meetings. The entire document will be presented at the second meeting in March, a public hearing and First Reading on the document in April, and then council will be asked to approve the FY22 budget at the second meeting in April. The good news is that they are presenting a balanced budget. He estimates the General Fund Revenues for FY22 to be \$18,139,021 presented on a draft basis tonight. They anticipate having slightly less in expenditures. He said to remember that there is a pension pass-through in that the fire and police pension funds come into the General Fund and then are expended out over to the pensions. Without the pension funds, the property tax is about 8.94%. He listed the percentages of the expected revenues below with details in the agenda.

- property tax – 17.30%
- sales and use taxes - 47.09%
- licenses - .68%
- intergovernmental revenue – 11.97%
- services charges – 6.82%
- fines and fees – 0.91%
- other income/transfer – 15.24%

Alderman Huseman said he is surprised at the resiliency of the taxes especially the sales tax in the middle of a pandemic.

City Manager Brian Gregory said that they are pretty steady with small incremental growth but said that with a partial year of Meijer being open, it helped stabilize and slightly increase the revenues. It also generated folks outside our community to come and also visit other stores, gas stations, and restaurants. It really captured the dollars that were leaving the community. He added that our share of legalized cannabis sales came through that state sales tax number. We really need to make sure to encourage everyone to shop locally and support our businesses once COVID is over. He said that other municipalities are seeing the same trends. Mr. Gregory said for the expense side, they are looking at expenditures of \$18,129,765. The positions that were deferred in FY21 are included in this budget and he anticipates that they will be gradually added. He said that 56.44% of the budget is the wages, salaries, FICA, Medicare, IMRF, Police and Fire Pensions and 72.74% when combined with the insurance. For the transfers, \$367,500 will be transferred to the 2012 and 2017 Refunding Bond Funds in FY22 to assist with debt service obligations. Pension contributions to the Police, Fire and IMRF (with the exception of personnel assigned to the Water and Sewer Funds) pass through or are expended from the General Fund. He said that the budget is balanced. *Over the next several meetings, the budget process preliminary assumptions for the different funds will be presented as follows:*

*February 1st: Water and Sewer Funds*

*February 15th: Capital Funds and Capital Improvement Plan*

*March 1st: Special and Bond Funds*

*March 15th: Preliminary Budget*

*April 5th: Public Hearing and First Reading on Appropriation Ordinance*

*April 19th: Second Reading and Adoption of Appropriation Ordinance*

*Moving forward in this process, City management will continue to monitor trends and look to solidify these assumptions and make changes where necessary for final presentation in April.*

Consensus of the Council was to move forward.

## **B. Consideration of an Administration Recommendation for a Closed Session to Discuss Collective Bargaining, Pending Litigation and Personnel Matters.**

City Manager asked to include the Sale of Real Estate to the motion.

### **MOTION**

Aldersperson Bauer motioned to enter into Closed Session at 8:00 p.m. and Aldersperson Huseman seconded the motion.

### **ROLL CALL VOTE**

Mayor Lang called for a roll call vote to approve the motion. Alderspersons Sherrod, Stouffer, Stowe, Bauer, Braser, Copple, Huseman, and Paulsen voted aye. Motion carried 8-0.

### **MOTION**

Aldersperson Braser motioned to return to Open Session at 8:44 p.m. and Aldersperson Stouffer seconded the motion.

### **ROLL CALL VOTE**

Mayor Lang called for a roll call vote to approve the motion. Alderpersons Sherrod, Stouffer, Stowe, Bauer, Braser, Copple, Huseman, and Paulsen voted aye. Motion carried 8-0.

**OTHER NEW BUSINESS**

**ADJOURNMENT**

**MOTION**

Aldersperson Stowe motioned to adjourn the meeting at 8:45 p.m. and Aldersperson Paulsen seconded the motion.

**ROLL CALL VOTE**

Mayor Lang called for a roll call vote to approve the motion. Alderpersons Sherrod, Stouffer, Stowe, Bauer, Braser, Copple, Huseman, and Paulsen voted aye. Motion carried 8-0.

Approve:

\_\_\_\_\_  
Mayor - Curt Lang

Attest:

\_\_\_\_\_  
City Clerk – Mary Kalk