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**SYCAMORE CITY COUNCIL – REGULAR MEETING  
MINUTES OF APRIL 5, 2021**

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**ROLL CALL**

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

**INVOCATION-** by Scott Sibley, Church of Jesus Christ of Latter Day Saints

**PLEDGE OF ALLEGIANCE** – Led by Alderwoman Virginia Sherrod

**APPROVAL OF AGENDA  
MOTION**

Aldersperson Braser motioned to approve the agenda and Aldersperson Copple seconded the motion.

**VOICE VOTE**

Alderman Bauer called for a voice vote to approve the motion. All Alderspersons voted aye. Motion carried 8-0.

**AUDIENCE TO VISITORS**

**CONSENT AGENDA**

- A. Approval of the Minutes for the Regular City Council Meeting of March 15, 2021.
- B. Approval of the Closed Session Minutes for the Meetings of 1/19/21, 1/4/21, 11/2/20, 10/5/20, 9/21/20, & 7/20/20.
- C. Release of the Closed Session Minutes for the Meeting of 7/20/20.
- D. Approval to Destroy the Auditory Tapes from the Closed Session City Council Meetings during the period from 2/18/2019 through 6/16/2019.
- E. Payment of the Bills for April 5, 2021 in the amount of \$1,300,765.86.

**MOTION**

Aldersperson Stowe motioned to approve the Consent Agenda and Aldersperson Paulsen seconded the motion.

**ROLL CALL VOTE**

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

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

- A. A Proclamation Declaring April 2021 as Child Abuse Prevention Month in the City of Sycamore, Illinois.
- B. A Proclamation Declaring April 2021 as Fair Housing Month in the City of Sycamore, Illinois.

**REPORT OF OFFICERS**

**Acting City Manager – Maggie Peck** said that there will be an in-person Planning & Zoning Commission meeting April 12, 2021 which will include a zoning change for 560 DeKalb Avenue from M-1 to C-1 zoning, a consideration for a final subdivision plat for East Page and Pleasant Streets, and a workshop for a proposed residential subdivision at the corner of Freed and Brickville Roads. She reported that the Governor has outlined his budget with a proposed 10% cut on the State Income Tax revenues through the Local Government Distributive Fund. The General Assembly has not passed this yet, but she is watching it closely and will keep the council updated. The city began the Sexual Harassment and Discrimination training today and will have it finished by the end of next week.

**Police Chief – Jim Winters** gave a quick reminder about cyber security as it is possible for any of us to be the target of an email scam. This is also true for elected officials as their e-mails are readily available or easily figured out by format. If you receive an email in which the author tries to obtain sensitive data such as password or financial data through deception and it sounds at all unusual or fishy, he said that it probably is.

A couple of simple reminder:

- most legitimate e-mails do not involve requests for money through gift cards or asking for financial information

- If the language in the e-mail seems awkward or not usual for the author, it may be email spoofing which is an email that appears to be from a legitimate source but is not
- If you're not sure about the email, simply call the sender
- Never open an attachment unless you are 100 % sure of the identity of the sender.
- If you know it is a scam e-mail, delete the e-mail.

Also, as a reminder April is Distracted Driving Awareness Month. Distracted driving continues to be a problem with estimates of 25% of crashes caused by texting and driving and also resulting in thousands of deaths each year and many more injuries. This month, officers will again be participating in extra patrols funded through an IDOT (Illinois Department of Transportation) grant to enforce distracted driving laws.

**Fire Chief – Pete Polarek** said that they learned last week from the IDPH (Illinois Department of Public Health) that they were awarded a grant for \$5,500 which encompasses two sets of video laryngoscopes and two portable suction units. They will go on both the advanced life-support engines enhancing the equipment that is already on them. They are very appreciative. He said that Deputy Chief Todd Turner was the architect and thanked him. He reminded folks to call for utility locates at 811 or Call Julie before digging and planting to keep everyone safe.

**City Treasurer Dan Prombo** said the city is less than one month away from the fiscal year-end audit with Lauterbach & Amen. Preliminary field work will begin on May 7<sup>th</sup> with the majority of the field work wrapping up on July 16<sup>th</sup>. The first draft will be tentatively due August 6 with the final draft due August 18<sup>th</sup>.

**Director of Community Development John Sauter** said that they're at 13 single family permits as of March 31<sup>st</sup> and last year at this time they were at 11. This rate of activity is kind of surprising given the high lumber prices, but said they will take it. They did a walk-through at the former Corn Crib Café on South Maple Street last week for a new group of owners planning to occupy the space and rename the restaurant to The Guy's Place. Everything looked good and they plan to be open for business in the very near future.

**Director of Public Works Matt Anderson** said the Water Division recently collected another round of lead and copper samplings for the IEPA (Illinois Environmental Protection Agency). It was 60 samples this time which was due to bringing Well #7 back online and reported that the city passed. They also did a sample site audit of all 60 sites verifying line material entering the homes to make sure everything looks correct. He reported that Well #8 was brought back into service today from a successful WRT Media Exchange, and Tower #1 will be drained tomorrow for scheduled maintenance. It will be out of service for seven to 10 days depending on the weather. Lastly, for salt purchase, they just ordered the last remaining 600 tons per the contractual obligation with the State and should have the salt in full at the start of next season.

## REPORTS OF STANDING COMMITTEES

Finance – Alan Bauer said no report.

Public Safety – Pete Paulsen said no report.

Public Works – Chuck Stowe said no report.

## PUBLIC HEARINGS

### A. Public Hearing on the Proposed FY2021-22 City Budget.

Alderman Bauer opened the Public Hearing at 7:18 pm and hearing no comment, closed it at 7:19 pm.

## ORDINANCES

### A. Ordinance 2020.28—An Ordinance Amending Title 5, "Police Regulations," Chapter 3, "Dogs," Sections 5-3-1, "Licensing and Rabies Inoculation Requirements; Fees" and 5-3-2, "Tags; Number Restrictions," and Chapter 3, "Cats," to Create a New Section 5-3A-1, "Rabies Inoculation Requirements," of the City Code of the City of Sycamore, Illinois. First and Second Reading.

Acting City Manager Maggie Peck said that this ordinance comes tonight, essentially, as an administrative clean-up as currently both State and County laws require rabies vaccinations for both dogs and cats but our code requires them for dogs only. This ordinance would first clean up that language to be consistent with the County. She said that since the County

requires a vaccination, the city requiring an annual license with a fee is redundant. Staff is recommending language changes to the code to require rabies inoculations for cats to mirror the State and County laws and ordinances as well as amending the city code to eliminate the dog tag requirements for the 2022 calendar year.

#### **MOTION**

Alderman Braser motioned to waive First Reading for Ordinance 2020.28 and Alderperson Stowe seconded the motion.

#### **ROLL CALL VOTE**

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

#### **MOTION**

Alderperson Stowe motioned to adopt Ordinance 2020.28 and Alderperson Stouffer seconded the motion.

#### **ROLL CALL VOTE**

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

#### **B. Ordinance 2020.29—An Ordinance Concerning the Adoption of the Combined Budget and Appropriation Ordinance for the Fiscal Year 2021-22 in the City of Sycamore, Illinois. First Reading.**

Acting City Manager Maggie Peck said that this is here on First Reading only as they presented the budget at the last meeting and that minor adjustments have been made in the last two weeks but did not affect the bottom line. The budget is still balanced and a copy of the updated budget was posted to the city's website.

#### **C. Ordinance 2020.30—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. First Reading.**

Acting City Manager Maggie Peck said that this ordinance codifies the number of employee positions that is included in the budget here on First Reading.

Alderman Stouffer asked why the Mayor and City Council has 4.5 positions.

Maggie Peck said that it is the way they calculate it because the council is part-time.

#### **D. Ordinance 2020.31—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 2021 and Ending on the Thirtieth Day of April, 2022. First Reading.**

Acting City Manager Maggie Peck said that this ordinance establishes the salary range for employees not represented by a collective bargaining agreement.

Alderman Stouffer said that he liked the incentives for further education but asked how she goes about establishing the salary ranges.

Maggie Peck said the salary ranges are a 2.5% increase every year up to 4% and is a formula that was put in by the previous city manager about three years ago and they just adopted it and it moves along every year.

#### **RESOLUTIONS**

##### **A. Resolution 861—A Resolution Confirming the Creation of an Additional Class VG License.**

Alderman Bauer noted that for this to pass, this requires a three-fourths vote of the corporate authorities which includes eight alderman and the mayor who is not present tonight so this would still require seven votes to pass.

Acting City Manager Maggie Peck said the creation of an additional VG license per the Liquor Commissioner's recommendation was discussed at the March 15<sup>th</sup> council meeting as they look to accommodate businesses that are looking to come to Sycamore in the near future. The Liquor Commissioner has made it known that his intention would be to move Sophie's Place to a VG license. Lance Klinger is present tonight if anyone has any questions or concerns.

Alderman Huseman, regarding population, asked how this will be affected once the new census data comes out.

Maggie Peck said they could come back and ask for another one if the council chooses to but they do believe there will be an increase with the census.

**MOTION**

Alderman Huseman motioned to approve Resolution 861 and Alderman Sherrod seconded the motion.

**ROLL CALL VOTE**

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

**CONSIDERATIONS**

**A. Consideration of the FY21-22 Downtown Façade and Gateway Improvement Program.**

Acting City Manager Maggie Peck gave some brief background from the agenda and said the FY22 budget is planned for three downtown grants and one gateway grant which will come from the Hotel/Motel Tax Fund with additional funds coming out of reserves from the Downtown Development Fund. The goal of this program is to provide a unified appearance to the downtown business district and the gateway while preserving existing architectural styles of the look and feel of Sycamore. The priority application period is open now until May 31<sup>st</sup> but applications that come in after May 31<sup>st</sup> will still be considered on a case-by-case basis if funds are available.

Alderman Huseman said, if after May 31<sup>st</sup> the applications exceeded the total budgeted funds and there were federal funds available through America Rescue Plan Act, some of which could replace Hotel/Motel Tax revenue, asked if it would be up to the council to allow more funds.

Maggie Peck said that she believes that it would be for the city manager to do as if they just did a couple more, it would be within the spending authority to move those funds adjusting the budget.

**MOTION**

Alderman Stouffer motioned to approve the consideration and Alderman Paulsen seconded the motion.

**ROLL CALL VOTE**

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

Maggie Peck said the applications will be posted on the city's website tomorrow.

**B. Consideration to approve a Change Order to Leander Construction for the Sycamore Wastewater Treatment Plant for two items related to construction totaling \$2,499.96**

Acting City Manager Maggie Peck said this is coming tonight for transparency as it's well within the administrative spending authority. Change order #24 is for the restoration work of the final grade and seeding surrounding the new facility and change order #5 is a credit for delays caused by the contractor and equipment supplier for a total of \$2,499.96 as shown below:

<b>COR</b>	<b>Item Description</b>	<b>Amount</b>
#24	Restoration	\$ 19,958.07
#5	Consultant Charges	\$ -17,458.11
Total		\$ 2,499.96

She thanked Matt Anderson and Mark Bushnell and said that it's important to note the diligence of them on this project as this is the largest project that has been done here at the City of Sycamore and she cannot commend those two enough for staying on task, continually keeping an eye on this project, and being exceptional at containing the costs that were associated with it.

**MOTION**

Alderman Sherrod motioned to approve the consideration for \$2,499.96 and Alderman Huseman seconded the motion.

**ROLL CALL VOTE**

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

**APPOINTMENTS**

**OTHER NEW BUSINESS**

**ADJOURNMENT**

**MOTION**

Alderson Stowe motioned to adjourn the meeting at 7:34 p.m. and Alderson Paulsen seconded the motion.

**VOICE VOTE**

Alderman Bauer called for a voice vote to approve the motion. All Alderpersons voted aye. Motion carried 8-0.

Approve:

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Mayor - Curt Lang

Attest:

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City Clerk – Mary Kalk