

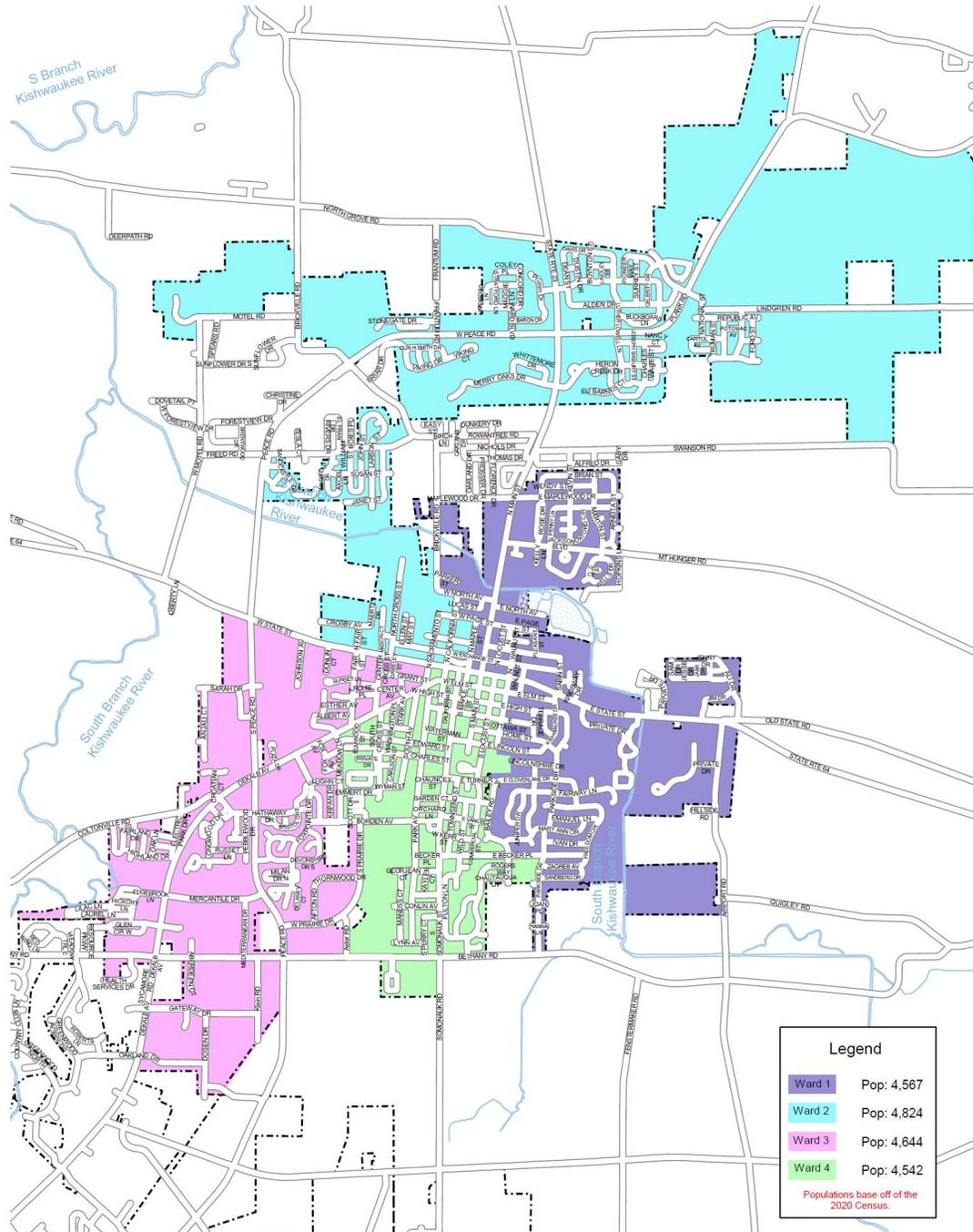
**SYCAMORE CITY COUNCIL**  
**AGENDA**  
January 18, 2022

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

1. **CALL TO ORDER**
2. **INVOCATION**
3. **PLEDGE OF ALLEGIANCE**
4. **APPROVAL OF AGENDA**
5. **AUDIENCE TO VISITORS**
6. **CONSENT AGENDA**
  - A. Approval of the Minutes for the Regular City Council Meeting of January 3, 2022.
  - B. Approval of the Minutes for the Planning and Zoning Commission Meeting of December 13, 2021.
  - C. Payment of the Bills for January 18, 2022.
7. **PRESENTATION OF PETITIONS, COMMUNICATIONS, AND BILLS.**
8. **REPORTS OF OFFICERS**
9. **REPORTS OF STANDING COMMITTEES**
10. **PUBLIC HEARINGS**
11. **ORDINANCES**
  - A. **Ordinance 2021.26—An Ordinance Approving the Redistricting of the City of Sycamore Ward Map as a Result of the 2020 Census. Second Reading.**

Municipalities with political wards that experienced a significant change in their population as a result of the 2020 Census are required to redistrict to comply with the “one person, one vote” principle that evolved from the equal protection clause of the Fourteenth Amendment to the U.S. Constitution and the later federal Voting Rights Act of 1965.

The 2020 Census results require an adjustment in ward maps to meet the intent and the letter of state and federal law. The redistricted map is not intended to show how Sycamore might grow, but how Sycamore has already grown. Neither federal nor state law requires mathematical or geographical perfection in the size of wards, but rather requires wards to be as equal, compact, and contiguous as “practicable.” This means that municipalities could attempt to draw their ward lines so residents on both sides of a street are in the same ward, even if that means some variance from the ideal mathematical model. The Council considered three maps at the last meeting and directed the staff to revisit the map proposed below:



City Council approval is recommended.

**B. Ordinance 2021.27—An Ordinance Approving a Request from Brian Fleetwood of Spider Tattooz for a Special Use Permit to operate a Tattoo Parlor/Body Art Establishment (first floor) at 325 East State Street in Sycamore, Illinois, PIN number 06-32-282-013. First and Second Reading.**

This request from Brian Fleetwood is for a special use permit to operate a tattoo parlor at 325 E. State Street in Sycamore. Spider Tattooz previously operated at 126 ½ E. State Street until a fire significantly damaged the property in September 2020. Mr. Fleetwood subsequently assumed operations of Spider Tattooz and was granted a special use permit in January 2021 to operate a tattoo parlor at 220 East State Street. That location is no longer being considered, and the corresponding special use permit has been voided as a matter of record. Recently, Mr. Fleetwood identified the subject site at 325 East State Street as a suitable location for his business and is requesting the required special use permit in order to continue operations.

In December 2020, the City Council updated the City's Unified Development Ordinance (UDO) relating to Tattoo Parlors to allow a special use permit in C-2 zoning, provided certain criteria are met.

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 (First or second floor and not located within the Conservation District, as defined by Article 1.3.3.)							S					
Tattoo Parlor/Body Art Establishment (first or second floor)							S					

The proposed first floor location at 325 E. State Street is zoned C-2, Central Business District, and is outside of the conservation district. 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.*

A public hearing was held at the Planning and Zoning Commission meeting on January 10th. After consideration of the request, the Planning and Zoning Commission forwarded a favorable recommendation to the City Council by a vote of 10-0.

City Council approval is recommended.

**C. Ordinance 2021.28—An Ordinance Approving Amendments to Section 6.9.7, “Protecting Buildings” of the Unified Development Ordinance of the City of Sycamore, Illinois. First and Second Reading.**

The Unified Development Ordinance needs to be modified to require new and substantially improved manufactured homes to be elevated to the flood protection elevation. These changes are in response to new FEMA requirements for manufactured homes and necessary for the City to retain our current Community Service Rating.

Modify 6.9.7 Paragraph A to read as follows:

*A. In addition to the damage prevention requirements of Section 6.9.6 of this article, all buildings located in the floodplain shall be protected from flood damage below the flood protection elevation. This building protection requirement applies to the following situations:*

*1. Construction or placement of a new building or alteration or addition to an existing building valued at more than one thousand dollars (\$1,000) or seventy (70) square feet.*

*2. Substantial improvements or structural alterations made to an existing building that increase the floor area by more than twenty percent (20%) or equal or exceed the market value by fifty percent (50%). Alterations shall be figured cumulatively subsequent to the adoption of this ordinance. If substantially improved, the existing structure and the addition must meet the flood protection standards of this section.*

*3. Repairs made to a substantially damaged building. These repairs shall be figured cumulatively subsequent to the adoption of this ordinance. If substantially damaged the entire structure must meet the flood protection standards of this section.*

~~*4. Installing a manufactured home on a new site or a new manufactured home on an existing site. (The building protection requirements do not apply to returning a manufactured home to the same site it lawfully occupied before it was removed to avoid flood damage).*~~

*4. Installing a travel trailer or recreational vehicle on a site for more than one hundred eighty (180) days per year.*

*5. Repetitive loss to an existing building as defined in Section 2.*

Modify 6.9.7 Paragraph D to read as follows:

*D. Manufactured homes or travel trailers to be permanently installed on site shall be:*

*1. Elevated to or above the flood protection elevation in accordance with Section 7(B),*  
*and*

~~*2. anchored to resist flotation, collapse, or lateral movement by being tied down in accordance with the rules and regulations for*~~

A public hearing was held at the Planning and Zoning Commission meeting on January 10<sup>th</sup>. The Commission forwarded a favorable recommendation to the City Council by a vote of 10-0.

City Council approval is recommended.

**D. Ordinance 2021.29—An Ordinance Amending Title 11 Section 11.1.7, “Protecting Buildings” of the Municipal Code of the City of Sycamore, Illinois. First and Second Reading.**

The Ordinance shall be modified to require new and substantially improved manufactured homes to be elevated to the flood protection elevation.

Modify 11-1-7 Paragraph A to read as follows.

*A. In addition to the damage prevention requirements of section [11-1-6](#) of this chapter, all buildings located in the floodplain shall be protected from flood damage below the flood protection elevation. This building protection requirement applies to the following situations:*

*1. Construction or placement of a new building or alteration or addition to an existing building valued at more than one thousand dollars (\$1,000.00) or seventy (70) square feet.*

*2. Substantial improvements or structural alterations made to an existing building that increase the floor area by more than twenty percent (20%) or equal or exceed the market value by fifty percent (50%). Alterations shall be figured cumulatively subsequent to the adoption of this chapter. If substantially improved, the existing structure and the addition must meet the flood protection standards of this section.*

*3. Repairs made to a substantially damaged building. These repairs shall be figured cumulatively subsequent to the adoption of this chapter. If substantially damaged, the entire structure must meet the flood protection standards of this section.*

~~*4. Installing a manufactured home on a new site or a new manufactured home on an existing site. (The building protection requirements do not apply to returning a manufactured home to the same site it lawfully occupied before it was removed to avoid flood damage.)*~~

*4. Installing a travel trailer or recreational vehicle on a site for more than one hundred eighty (180) days per year.*

*5. "Repetitive loss" to an existing building as defined in section [11-1-2](#) of this chapter.*

Modify 11-1-7 Paragraph D to read as follows.

*D. Manufactured homes or travel trailers to be permanently installed on site shall be:*

*1. Elevated to or above the flood protection elevation in accordance with subsection B of this section, ~~and~~*

~~2. Anchored to resist flotation, collapse, or lateral movement by being tied down in accordance with the rules and regulations for the Illinois mobile home tiedown act issued pursuant to 77 Illinois administrative code section 870.~~

City Council approval is recommended.

## 12. RESOLUTIONS

### **A. Resolution No. 902—A Resolution Authorizing the Execution of a Lease Agreement Between the City of Sycamore and 35:35 Makers Collective, LLC for Suite 101B Retail Space in the Sycamore Center.**

When the City acquired and renovated the Sycamore Center, emphasis was placed on keeping the State Street frontage as commercial retail space. Recently 35:35 Makers Collective, LLC has expressed interest in leasing Suite 101B in the Sycamore Center. 35:35 Makers Collective is a retail store that sells handmade items such as signs and prints. Currently, the attached agreement includes a one-year lease for Suite 101B that commences on February 1, 2022, with a monthly rent of \$400, inclusive of utilities and taxes, with annual renewal options.

City Council approval is recommended.

### **B. Resolution No. 903—A Resolution Authorizing Disposal of Certain City Property.**

According to the City's Purchasing Manual and Accounting Guidelines, property determined by the City Manager or department head to be no longer usable for City operations, and of greater value than \$500.00 will be submitted for public or on-line auction or via trade-in. All appraisals of aforesaid equipment shall be made by the department head. Previously the Council approved the purchase of two new vehicles to replace two older vehicles in the fleet.

Resolution 903 authorizes the disposal of the following property:

2004 Chevy Trailblazer (C02) valued at \$800

The Trailblazer will be listed on the Wisconsin Surplus Auction site for sale while the other vehicle being replaced has been reassigned to the City's Staff Engineer. The City's Public Works Department has been successful achieving fair value for equipment using this service.

City Council approval is recommended.

## 13. CONSIDERATIONS

### **A. Consideration of an Administration Request for Direction Regarding the 2022-23 Water and Sewer Fiscal Year Budgets.**

On January 3<sup>rd</sup>, the Assistant City Manager introduced preliminary assumptions about revenue trends and spending priorities for general fund operations in the fiscal year beginning on May 1.

The following report highlights the key revenue and spending features of the FY23 Water Fund and Sewer Fund budgets.

These funds are commonly referred to as Enterprise Funds, meaning that they are self-supporting.

## **WATER FUND**

### **Revenue**

The Water Fund is self-supporting and receives revenue from user fees which serve as the principal funding source for the operations of the City’s water system. The fund also pays the debt service utilized for capital improvements or repairs to the City’s wells, two elevated water storage tanks, and 110 miles of water main.

Sycamore’s water fee schedule charges a progressively lower per unit fee as the volume rises. Residents with the lowest rate of use—i.e. those using 400 cubic feet or less per billing period—pay \$3.20 per 100 cubic feet or a \$3.69 minimum bill. FY23 marks the fifth year of a gradual flattening of the seven-tier system to two tiers in 2028. As a result, the first two tiers are reduced resulting in a slight savings for an average user. With the exception of Edgebrook mobile home park residents and users outside the City limits, the current schedule as of May 1, 2022 (less meter maintenance, radium removal charges and infrastructure improvement fees) is as follows:

First 400 cubic feet	\$3.20 per 100 cubic feet (\$3.69 min)
Next 300 cubic feet	\$3.03 per 100 cubic feet
Next 700 cubic feet	\$2.97 per 100 cubic feet
Next 1,300 cubic feet	\$2.59 per 100 cubic feet
Next 6,900 cubic feet	\$2.44 per 100 cubic feet
Next 7,400 cubic feet	\$2.23 per 100 cubic feet
All over 17,000 cubic feet	\$1.72 per 100 cubic feet

With an average monthly usage of 800 cubic feet (1,600 cubic feet used over the two-month billing cycle) the estimated water user fee portion of the bi-monthly water bill would be \$47.86 every two months, or \$23.93 per month based on the FY23 rates.

### **Operations**

No new full-time hires are proposed in the Water Division. The Water Division will continue to operate and maintain approximately 115 miles of water main throughout the system, as well the City’s five deep wells.

### **Capital Improvements**

Necessary capital improvements include overall system maintenance. These include the painting of water tower #1, bringing Well #7 back on-line on a permanent basis, a comprehensive meter replacement program and general maintenance and replacement of water main, valves and hydrants.

Tower #1 painting was approved in FY22, and will be completed during FY23. The cost of painting the Tower #1 is \$1,443,579 and will be funded using the Water Connection Fee Fund and from internal borrowing from the Sewer fund. The first repayment of the Sewer Fund has been included in the FY23 budget. The painting will have a useful life of 25-30 years. In addition to the painting of tower #1, a mixer will be added to the tower to minimize ice and prevent thermoclines within the tower. This addition will provide more consistent water quality throughout all levels of the tower.

Well #7 was sampled for radiological analysis multiple times during the last two years. Results were satisfactory, and the well has been put back into active status at a reduced gallons per minute output. Currently, the well is not tied into the SCADA system, and a long-term plan is needed. The FY23 budget includes determining the best route for bringing it back on-line on a permanent basis. Further sampling of Well #7 in FY23 will direct these decisions. Preparation planning for the potential improvements began in FY21 with the project utilizing an Illinois Environmental Protection Agency (IEPA) low interest loan.

### **Underground Infrastructure Improvements**

The 2019 Water Study highlighted several areas in town where investment should be made to improve water quality and water quantity (fire flows) throughout the system. These improvements total millions of dollars and would be made over several years based on the resources available. To begin to set aside funds for these water main improvements, Council approved the Infrastructure Improvement Fee in FY21. This Fee is anticipated to generate approximately \$700,000 per year for watermain and system improvements. During FY22, plans began and were completed for the first watermain replacement projects funded by this revenue source. Watermain will be replaced on Sabin, Exchange and State streets in FY23.

The FY23 Water Division Budget includes \$25,000 for privately owned lead service replacement reimbursements. The amount of the reimbursement will be \$1,000 or \$2,000 depending on length of the service.

### **Radium Treatment**

A monthly radium treatment fee is charged based on the size of the water meter to offset the cost of the treatment. Accounts with meters that are 5/8th inch or 3/4th inch are charged \$6.75 per month. These accounts include nearly every residential user and some small businesses. 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.

WRT variable portion fees increased approximately 10% over the past year due to adjustments to the Consumer Price Index (CPI). The monthly base fee would need to increase to approximately \$7.40 for 5/8th inch or 3/4th inch meters to offset the projected cost for radium removal within the water distribution system. Given the newly implemented infrastructure improvement fee, staff has prepared a budget that will absorb the difference between expected radium removal costs (\$750,000) and projected revenue (\$687,000).

**Meter Maintenance**

The Water Division will continue the meter replacement program. Currently, the City’s Water Division reads approximately 7,300 meters via three separate reading systems (Orion, Sensus and Trace) for water and sewer billing. A portion of meters require “walk-up”, or manual readings. During the past three years, the Water Division has put a strong emphasis on meter replacements. As a result, the Water Division currently has approximately 615 meters that still need to be manually read. This is down from over 2,500 manually read meters in January of 2019.

The new water meters will allow for the consolidation of the reading systems, drastically increasing the efficiency of the meter reading process. The new meters are designed to have a 20-year battery life. Once these meters have been replaced, all the meters in Sycamore will have a wireless device that transmits the meter readings on a licensed radio frequency over a short distance to a handheld or mobile device. This program is expected to take approximately 1-2 more years to complete with the necessary resources allocated in the preliminary Water Division budget.

There are no increases proposed for the meter maintenance fee in the FY23 Budget. The meter maintenance fee should be reviewed annually to keep pace with the resources needed to complete this program.

**Financial Forecast**

The tables below illustrate the FY23 revenues and expenditures associated with operating the water system in Sycamore.

Revenues:		Expenditures:	
User Fees	\$2,315,400	Personnel	\$675,175
Radium Treatment Fees	\$687,000	Commodities	\$166,900
Infrastructure Fee	\$702,000	Contractual	\$499,420
Water Meters	\$20,000	Radium Treatment	\$750,000
Permits/Fees	\$5,000	Other	\$222,639
Reserve Transfer	\$0	Equipment	\$314,000
Other	\$5,500	Water Main	\$710,000
Total	\$3,734,900	Perm. Improvements	\$75,000
		Debt Service/Transfers	\$351,460
		Total	\$3,734,594

The Water Fund debt service is as follows:

- 2003 IEPA Loan. The Water Fund will pay \$49,737 on the 2003 IEPA loan that funded the drilling of Well #9 on Airport Road.

- 2005 IEPA Loan. The Water Fund will pay \$55,022 in debt service related to the borrowing that funded the construction of the building and equipment of Well #9 on Airport Road.
- 2006 IEPA Loan. The Water Fund will pay \$66,697 on the 2006 IEPA loan which financed the radium removal equipment at wells 6 & 8.
- New IEPA Loan. The FY23 budget includes an allocation toward debt service associated with future water system improvements. The loan issuance and repayment schedule are dependent on when improvements are made. This allocation for FY23 (\$50,000) may be used for plan and design of the improvements.
- Sewer Fund. The Water Fund will reimburse the Sewer Fund \$40,000 per year for 20 years as a result of prior transfers for liquidity. The Water Fund will reimburse an additional \$50,000 to the Sewer fund for Tower #1 painting.

The Water Fund as presented is balanced with no changes to the rate schedule and no additional fees.

City Council direction is requested.

## **SEWER FUND**

### **Revenue**

Like the Water Fund, the main source of revenue for the Sewer Fund comes from user fees. These user fees serve as the principal funding source for the operations of the City's wastewater treatment plant. The fund also pays the debt service for loans and bonds involving repairs or upgrades to the City's collection and wastewater treatment systems.

### **Operations**

No new full-time hires are proposed in FY23. Staff has transitioned from the activated sludge plant to the new sequencing batch reactor plant that was completed in early 2021. The sequencing batch reactor technology uses essentially the same process as the conventional activated sludge process, but the separation of solids from the liquid is accomplished in the same tank as the aeration process. This results in fewer tanks constructed, less site piping, and a smaller footprint.

### **Capital Projects**

The proposed budget includes an allocation of \$590,000 to maintain the collection system. The collection system is the series of underground sewer mains and manholes that direct wastewater to the treatment plant. Collection system improvements include replacing and lining underground infrastructure that in some cases is over 100 years old.

In conjunction with the watermain replacement projects planned in FY23, funds have been allocated within the Sewer Fund to line and replace sewer main where necessary within the watermain project boundaries.

**Financial Forecast**

No changes are proposed to the sewer rate of \$4.535 per 100 cu. ft. (748 gallons). The average homeowner (1,600 cubic feet used over two-month billing cycle) would pay \$36.28 per month for sewer service. User fees account for 98% of Sewer Fund revenues.

A recap of the Sewer Fund revenues and expenditures are listed below:

Revenues:		Expenditures:	
User Fees	\$3,807,320	Personnel	\$870,858
Permits/Fees	\$5,000	Commodities	\$254,490
Investment Interest	\$25,000	Contractual	\$513,300
Other	\$90,000	Other	\$282,000
Reserve Transfer	\$0	Equipment	\$169,500
Total	\$3,927,320	Perm. Improvements	\$590,000
		Transfers Out	\$1,244,852
		Total	\$3,925,000

The Sewer Fund debt service is as follows:

- 2009 IEPA Loan. The Sewer Fund will pay an estimated \$194,852 on the 2009 IEPA loan that has funded the Phase I project at the treatment plant, focusing on sludge dewatering. This debt will not be retired until 2031.
- 2019 IEPA Loan. The Sewer Fund will combine a portion of reserves with a low-interest IEPA loan to fund Phase III. The debt repayment began in FY22. \$1.0 million is included in the FY23 budget as a transfer to the 2019 IEPA Loan Fund for debt service payments. An additional \$350,000 will be transferred from the Sewer Connection Fee Fund to service this loan.

**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 schedules outlined above:

*Using 1,600 cubic feet per 2-month billing period*

	Per Month	Per Bill
Water User Fee	\$23.93	\$47.86
Meter Maintenance	\$1.54	\$3.08
Radium Treatment	\$6.75	\$13.50
Infrastructure Fee	\$6.90	\$13.80
Sewer User Fee	\$36.28	\$72.56
<u>Refuse and Recycling</u>	<u>\$23.35</u>	<u>\$46.70</u>
Total	\$98.75	\$197.50

## Summary

Certain assumptions were made regarding operating revenues, connection fee revenue, operating expenditures and anticipated debt service associated with operations of the wastewater treatment plant. These figures anticipate a balanced budget consistent with the plans set out four years ago to support operations and debt service related to the wastewater treatment plant expansion.

City Council direction is requested.

### **B. Consideration of the 2022 Street Maintenance Program**

The City's Engineering Division within the Public Works Department consists of a City Engineer, recently hired Staff Engineer and part time consultant. This year the program will include streets rehabilitated in conjunction with a watermain replacement project, a conventional street program and the continued the use of maintenance programs such as microsurfacing, cracksealing and rejuvenator.

The proposed street maintenance program involves an estimated allocation of \$2,725,000 in capital funding toward street and related infrastructure repairs. This includes \$900,000 from Fund 7 (Motor Fuel Tax); \$1,500,000 from Fund 30 (Street Maintenance); \$175,000 from Fund 06 (Capital Assistance) to address hazardous sidewalks and \$150,000. The increase in MFT funding is a result of IDOT's 2019 increase of the Motor Fuel Tax, and the last two installments Rebuild Illinois Grants; each of which is \$192,428.51.

Using various methods, the City will rehabilitate Exchange Street, Sabin Street and Governor Drive as part of the 2022 Watermain Replacement Project. All costs for this project will be funded through Covid-19 relief funds. In addition, the City received over \$1.6M in lead water service replacement funding which will occur City-wide. In order to not have conflicting projects and minimize the disturbance of new pavement, the traditional mill/overlay and reconstruction projects will be reduced this year. MFT funds not spent this year will be utilized in a larger mill/overlay project in FY2024. A list of these streets can be found in the chart below.

The largest project will be microsurfacing within the Landahl and Townsend Woods Subdivision. This will be the fourth microsurface project within the past five years and has been instrumental in allowing the City to preserve pavement prior to failure of the pavement and more costly base. Sidewalks and ADA ramps will be replaced to correct defects and meet new IDOT and ADA standards.

The City will continue to complete maintenance programs such as crackfilling, rejuvenator, a more robust patching program as well as direct purchase of materials for Public Works activities.

In preparation for FY2024 field information will be collected for the mill/overlay project. These fees will be paid from the FY2023 budget resulting in an equivalent decrease in fees for the FY2024 project. Data collection and design will be completed for the 2023 Watermain Improvement Project located on Elm Street. The roadway portion of this project is eligible for 80% STU funding, but design must be completed in FY 2023.

City staff has compiled a thoughtful and objective list of priority repairs for the summer of 2022. The itemized street list takes the following factors into account:

- A variety of different paving techniques will be used to stretch the durability of the repairs, especially where a thorough reconstruction might be the best course but cannot be pursued because of revenue limitations.
- Continued emphasis is placed on maintaining existing infrastructure
- When possible, the City is collaborating with DeKalb County to achieve lower prices.
- The City’s Public Works Department will self -perform the base work on an alley to save reconstruction cost
- The City’s locally funded grind and overlay project will be consolidated with the MFT project to achieve better pricing
- The City’s local bidder preference policy should continue to be suspended.
- A contingency has been included, however if unforeseen items are not encountered and favorable bid prices are received, a street or streets can be added. These are labeled as “Contingency” in the table below and estimate.
- The City will provide notice or assist in distributing notice to residents and businesses regardless of the funding source.

The following is a detailed scope of the proposed projects for FY 2023 (summer 2022):

<b>MFT and Locally Funded</b>		
<b>Street</b>	<b>Limits</b>	<b>Description of Work</b>
Exchange Street ( <i>Watermain Project</i> )	Walnut Street to Governor Street	<ul style="list-style-type: none"> <li>• Surface removal/overlay</li> <li>• Base Repair/ Reconstruction as needed</li> <li>• Spot curb and sidewalk removal/replacement</li> </ul>
Exchange Street ( <i>Watermain Project</i> )	Walnut Street to Governor Street to Sabin Street	<ul style="list-style-type: none"> <li>• Surface removal/overlay</li> <li>• Spot curb and sidewalk removal/replacement</li> </ul>
Sabin Street ( <i>Watermain Project</i> )	IL Route 64 to Sycamore Street	<ul style="list-style-type: none"> <li>• Surface removal/overlay</li> <li>• Base Repair/ Reconstruction as needed</li> <li>• Spot curb and sidewalk removal/replacement</li> </ul>
Governor Street ( <i>Watermain Project</i> )	IL Route 64 to Exchange Street	<ul style="list-style-type: none"> <li>• Surface removal/overlay</li> <li>• Spot curb and sidewalk removal/replacement</li> </ul>

Birchwood Lane	Fair Street to Dead End	<ul style="list-style-type: none"> <li>• Surface removal/overlay</li> <li>• Base Repair/ Reconstruction</li> <li>• Spot curb and sidewalk removal/replacement</li> </ul>
Home Street	Walnut Street to Lincoln Street	<ul style="list-style-type: none"> <li>• Surface removal/overlay</li> <li>• Base Repair as needed</li> <li>• Curb and Spot Sidewalk removal/replacement</li> </ul>
West Ottawa Street	Sacramento Street to Park Avenue	<ul style="list-style-type: none"> <li>• Surface removal/overlay</li> <li>• Base Repair as needed</li> <li>• Curb and Spot Sidewalk removal/replacement</li> </ul>
Mediterranean Drive (Alternate)	Mercantile Drive to Bethany Road	<ul style="list-style-type: none"> <li>• Surface removal/overlay</li> <li>• Base Repair as needed</li> <li>• Curb and Spot Sidewalk removal/replacement</li> </ul>
Alley (West of Main Street)	Elm Street to High Street	<ul style="list-style-type: none"> <li>• Surface removal/overlay</li> <li>• Reconstruction of Base</li> </ul>
Landahl and Townsend Woods Subdivisions	Brian Street    Martin Street Wendy Street    Everett Street	<ul style="list-style-type: none"> <li>• Sidewalk Removal and Replacement</li> <li>• Structure Adjustment</li> <li>• Pavement Patching</li> <li>• Microsurface</li> </ul>

City Council direction is requested.

**C. Consideration of a Recommendation of the Architectural Review Committee to Award a Façade Grant to Jim Edwards of 215 West Elm Street, Sycamore, Illinois.**

Jim Edwards, owner of 215 West Elm Street is applying to replace the windows throughout the building. The current windows have outlived their life expectancy and many have rotted beyond repair. The proposed new windows would be clear-coated triple pane double hung glass with metal framing in dark bronze. Mr. Edwards has received a quote for the windows from Window Depot USA out of Rockford, Illinois in the amount of \$63,100.00 to replace the glass. As this building is located on a corner, Mr. Edwards would be eligible for two façade grants and with the total estimate of this project more than exceeding \$20,000, Mr. Edwards is eligible for the maximum \$10,000 match.

The Downtown Improvement Program is intended to reimburse for projects that meet or exceed program guidelines and receive the unqualified support of the Architectural Review Committee (ARC). The Architectural Review Committee considered this request on January 10th and voted 4-0 to forward a favorable recommendation.

City Council approval is recommended.

**14. OTHER NEW BUSINESS**

**15. APPOINTMENTS**

**16. ADJOURNMENT**