
**SYCAMORE CITY COUNCIL – REGULAR MEETING
MINUTES OF JANUARY 3, 2022**

ROLL CALL

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

Mayor Braser noted that this was supposed to be the first meeting for the new City Manager, but that he has come down with covid and thought it best he not be present tonight.

INVOCATION Led by Police Chief Jim Winters

PLEDGE OF ALLEGIANCE Led by Police Chief Jim Winters

APPROVAL OF AGENDA

MOTION

Alderperson Stouffer motioned to approve the agenda and Alderperson Fischer seconded the motion.

VOICE VOTE

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

AUDIENCE TO VISITORS

CONSENT AGENDA

- A. Approval of the Minutes for the Regular City Council Meeting of December 20, 2021.
- B. Approval of the Minutes for the Planning and Zoning Commission Meeting of July 12, 2021.
- C. Payment of the Bills for January 3, 2022 in the amount of \$600,412.46
- D. Façade Closeout for 303 West State Street.

MOTION

Alderperson Bauer motioned to approve the Consent Agenda and Alderperson Stowe seconded the motion.

ROLL CALL VOTE

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

PRESENTATION OF PETITIONS, COMMUNICATIONS, AND BILLS

Alderman Bauer noted that the next city council meeting is on a Tuesday as Monday will be honoring Martin Luther King's birthday and celebration of his life.

REPORT OF OFFICERS

City Manager – Michael Hall - absent

Assistant City Manager (ACM) – Maggie Peck said there will be a Planning & Zoning Commission meeting next Monday, January 10th. She said that the city survived the first snow fall on Saturday night and gave kudos to the Public Works (PW) crew who got ahead of the storm and worked through the night. They were out cleaning up on Sunday and today and said the streets looked amazing. She noted a Facebook post that gave kudos to the City of Sycamore Water Department. "The tech that replaced their meter today was on time, masked up, and super friendly, polite, and efficient". She said that more and more of our residents see that we are there for them. She thanked PW for that.

Police Chief – Jim Winters started that the street department did a great job on clearing the streets and thanked PW Director Matt Anderson. On Friday, the City Clerk is scheduled to swear in a new police officer. Upon swearing-in, he will begin the 14

week academy in Macon County and then return for a 14 week field training program. The swearing-in of this officer fills the last remaining vacancy. He reminded residents that the City uses “Code Red” for emergency as well as general information notifications. Those signed up may have received a friendly reminder, through the system, of the parking restrictions after 2” of snowfall. They recommend anyone interested in the notification system, simply go on the City’s website and click on the “Code Red” icon.

Fire Chief – Pete Polarek said that January 2nd ended the Red Wreath Program and that there was only one white bulb and said fortunately it was a minor incident of a candle “near miss”. He added that (per the press release) they responded to 306 responses in that 38 day period of which 257 were emergency medical, a lot of them covid-related. Of the emergency medical responses, 20 were motor vehicle accidents and 28 were non-holiday fire related responses. He said unfortunately business is good but they are meeting the demand. He made the plea for folks to wear their masks and protect themselves as much as they can as the risk is high right now in DeKalb County.

Director of Community Development John Sauter said they received plans for the new Starbuck’s that will be located in the new building over by Meijer and that review is in process. They ended the year with 44 single family permits. Last year, they ended with 41 and in 2020 they had 38, so they did pretty good in spite of the many challenges over the past couple years.

Director of Public Works Matt Anderson reported that the water wells pumped approximately 712 million gallons this year and the treatment plant treated about 940 million gallons. Last year, it was 713 million gallons of water and a little over a billion gallons, respectively. The 2022 Water Main Replacement Project is on schedule and anticipates it going to bid in spring for the work to be completed this summer. Lastly, he reminded residents that Waste Management will pick up Christmas trees through the month of January. They must be free of bags, plastic, and ornaments.

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

ORDINANCES

A. Ordinance 2021.26—An Ordinance Approving the Redistricting of the City of Sycamore Ward Map as a Result of the 2020 Census. First and Second Reading.

Assistant City Manager Maggie Peck said, in conjunction of the 2020 Census, they saw an increase in the population significant enough to require some redistricting of 1,500 residents. She brought the council three maps from the County GIS Department as recommendations. This is not intended to show how Sycamore might grow, but how Sycamore has already grown. The map tonight is option #2 and is here based on council direction.

Alderman Huseman asked, although they discussed it at the last meeting, if they shouldn’t do two readings on this since there are no residents present. Based on map changes in the news, he is asking the question.

Alderman Stouffer said he could get on board with doing First Reading tonight and bringing it back for Second Reading next meeting.

Consensus was to leave this on First Reading.

RESOLUTIONS

A. Resolution No. 901—A Resolution Authorizing the City Manager to Designate 2022 Freedom of Information Act Officers and the Open Meetings Act Officer Pursuant to the Freedom of Information Act and Open Meetings Act of the State of Illinois.

Assistant City Manager Maggie Peck said that FOIA Officers are required to take annual training to be in these positions. They have seen an increase over the years of requests so they do mandate that training and make sure that those individuals are trained. She said, a few years ago, they added another one to have someone at the Police Department to handle just those

which is a different training. Below are the three officers who have typically been our FOIA and Open Meetings Act Officers for the City and Police Department.

The Assistant City Manager recommends the designation of the following officers for 2022:

- *Mary Kalk, City-wide FOIA Officer;*
- *Mary Banasiak, Police Department FOIA Officer;*
- *Kevin Buick, Open Meetings Act Officer.*

MOTION

Aldersperson Stowe motioned to approve Resolution 901 and Aldersperson Huseman seconded the motion.

VOICE VOTE

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

CONSIDERATIONS

A. Consideration of an Administration Request for Direction Regarding the 2022-2023 General Fund Fiscal Year Budget.

Assistant City Manager Maggie Peck said that this is the start of the budget process. She emphasized that, once again, they have a balanced budget. Revenues are projected at \$19,906,717 and expenditures are \$19,905,973. She said that as the audit is not complete, she is using trend analysis based on eight months and projecting that out for four months.

A breakdown of revenue sources (below) and assumptions are reflected in the agenda.

- *property tax – 16.00%*
- *sales and use taxes - 47.84%*
- *licenses - .59%*
- *intergovernmental revenue – 14.38%*
- *services charges – 7.38%*
- *finances and fees – 0.60%*
- *other income/transfer – 13.21%*

The preliminary FY23 General Fund budget is balanced as presented.

Over the next several meetings, the preliminary assumptions of the budget process for the different funds will be presented as follows:

January 18th: Water and Sewer Funds

February 7th: Capital Funds and Capital Improvement Plan

February 21st: Special and Bond Funds

March 21st: Preliminary Budget and Public Hearing

April 4th: First Reading on Appropriation Ordinance

April 18th: Second Reading and Adoption of Appropriation Ordinance

Alderman Bauer said an awful lot of effort has gone into this and earlier than ever. A comment about Sales Tax revenues, is that it could be somewhat volatile. We are fortunate that we didn't get hit as hard and encouraged all opportunities to shop local.

Alderman Stouffer thanked Maggie and the team for putting this together.

Alderson Sherrod thanked Maggie for keeping a balanced budget and said that this is what the citizens need to know.

B. Consideration of an Administrative Recommendation to Award a Contract in the Amount of \$38,650.00 to DeKalb Mechanical of DeKalb, Illinois for the Replacement of Two Rooftop Units at the City Center.

Assistant City Manager Maggie Peck reported that the current units are 23 years old and the life expectancy is 14-16 years. A significant amount of maintenance has been put into these units over the last five years. One of the units has gone out so this is an essential repair that is needed. Quotes are as follows:

DeKalb Mechanical	\$38,650.00
Service Concepts	\$46,850.00

MOTION

Alderson Sherrod motioned to approve the consideration to award \$38,650 to DeKalb Mechanical and Alderson Fischer seconded the motion.

ROLL CALL VOTE

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

C. Consideration of a Recommendation from Public Works for a Change Order for Leander Construction Inc. for the Sycamore Wastewater Treatment Plant Contract Related to Additional Labor Resulting in Payment of \$5,382.55.

Assistant City Manager Maggie Peck said they prefer to bring these to the council to be aware of everything that has occurred. She said, for the installation with the mixers, the modification resulted in additional material and labor. But both Xylem and Leander was able to mutually agree upon this work at no additional net cost to the City. She said that staff had a hand in that happening making it clear that it was something that shouldn't fall back on the City of Sycamore. Additionally, *when existing wastewater treatment plant tanks are decommissioned, the removal and disposal of sludge material is required.* She said they did account for it but they had some overage of that sludge. They are asking for, in conjunction with the Change Order to Xylem's contract, \$5,382.55.

Public Works Director Matt Anderson reiterated that its two parts as \$4,182.55 is the number. Leander and Xylem are agreeing to us paying Leader that amount, while withholding that amount from Xylem. It is a net of zero. The additional sludge was part of the contract and was accounted for but anything above that is charged \$0.08 per gallon for 15,000 gallons extra which is the \$1,200.

Alderson Bauer confirmed that we will make this payment but will be offset by paying Xylem \$4,182.55 less.

MOTION

Alderson Fischer motioned to approve the consideration to Leander Construction for \$5,382.55 and Alderson Paulsen seconded the motion.

ROLL CALL VOTE

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

OTHER NEW BUSINESS

APPOINTMENTS

ADJOURNMENT

MOTION

Alderson Stowe motioned to adjourn the meeting at 7:27 p.m. and Alderson Paulsen seconded the motion.

VOICE VOTE

Mayor Braser called for a voice vote to approve the motion. All Aldersons voted aye. Motion carried 8-0.

Approve:

Mayor - Steve Braser

Attest:

City Clerk – Mary Kalk