
**SYCAMORE CITY COUNCIL – REGULAR MEETING
MINUTES OF JANUARY 18, 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: Alan Bauer, Nancy Copple, Jeff Fischer, Josh Huseman, Pete Paulsen, David Stouffer, and Chuck Stowe. Alderperson Virginia Sherrod was absent. City Attorney Keith Foster was also present.

INVOCATION Led by Alderperson Nancy Copple

PLEDGE OF ALLEGIANCE Led by Alderperson Nancy Copple

**APPROVAL OF AGENDA
MOTION**

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

VOICE VOTE

Mayor Braser called for a voice vote to approve the motion. All Alderpersons voted aye. Motion carried 7-0.

AUDIENCE TO VISITORS

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 (PZC) Meeting of December 13, 2021.
- C. Payment of the Bills for January 18, 2022 in the amount of \$189,438.08

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 Bauer, Copple, Fischer, Huseman, Paulsen, Stouffer, and Stowe voted aye. Motion carried 7-0.

PRESENTATION OF PETITIONS, COMMUNICATIONS, AND BILLS

REPORT OF OFFICERS

City Manager – Michael Hall said that he sent a report to the Mayor and Council that he has been visiting with all the Department Heads and learning a lot about their departments and how they function. He said there are a lot of good things.

Assistant City Manager (ACM) – Maggie Peck said that 1095's have gone out and the Business Office is currently working on W2's for all employees. Sexual Harassment & Discrimination training, required every year, will take place in the next two weeks. There will not be a Planning & Zoning Commission meeting in February, but anticipates one in March. She introduced Vinnie Brito, Troop 40, who is working on his Citizenship and Community Merit badge. Max Griffey, City of Sycamore employee Kate Griffey's son, came to see how a council meeting was run. She also highlighted that Max Griffey will have a State sign as the state winner of Ag Mechanics Proficiency & Record Keeping for which he was also a National Finalist. She also reported that Lake Kwaza, a 2012 Sycamore graduate, just claimed a World Cup with her bobsled partner and is looking to make it in and compete in the upcoming Olympics.

Police Chief – Jim Winters said that they are gathering crime statistics, calls for service, CAD incidents, and other statistical data for the Police Department's annual report which will be presented in March or April. Preliminary date shows approximately a 7.6% increase in calls for service from 8,033 to 8,650, and a similar increase in the total CAD incidents. He reminded that in 2021, they switched from Uniform Crime Reports, which had been in place for 80 years, to the new National Incident Based Reporting System so when they sift through and compile the final numbers, they may not be an exact comparison, but they should reflect crime data and any trends in 2021.

Fire Chief – Pete Polarek said gave some statistical data after completing eight months of FY22. Framing it as FY21 as a covid year and FY20 as a normal year as it wouldn't be fair to compare everything to last year because it was artificially depressed. He said they are on pace for a 10% increase in calls from FY20. They are at a 17% increase when comparing this eight months to last year. The biggest increases are on the EMS side, of which 40% of that is Lift Assist. This is part of their business that is not going away and is a part of the business that is growing. They are also seeing occasions of multiple calls with 2, 3, 4 calls at a stretch which have increased in this eight months to 50 of those. They will have their report out in July.

Director of Community Development John Sauter said that they received two new submittals last week for a remodel of the building located at 760 Foxpointe Drive for Northwestern Medical Health and for a remodel and retail reset at Farm & Fleet located at 1300 DeKalb Avenue. They are also in the process of completing the annual update of the City's Zoning Map. The update should be complete in 2-3 weeks and the map will be made available for viewing on the City website. Copies can also be purchased from the City Clerk.

Director of Public Works Matt Anderson reserved time for agenda items.

City Engineer Mark Bushnell reserved time for agenda items

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. Second Reading.

ACM Maggie Peck said that this was brought to council last meeting and left on First Reading for additional input from residents. Hearing none from the council, this is brought back forward again in conjunction with the 2020 Census as they are required to make adjustments in accordance with how the city has grown in the past ten years.

MOTION

Aldersperson Fischer motioned to approve Ordinance 2021.26 and Aldersperson Copple seconded the motion.

ROLL CALL VOTE

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

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.

ACM Maggie Peck said that this ordinance is for a Special Use for Brian Fleetwood (present) of Spider Tattooz to operate at 325 E. State Street. *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.* He does have approval from the building owner at 325 E. State Street which is Chad Bemis. Additionally, a public notice was published and a Public Hearing was held at the PZC meeting on January 10th. This comes to council with a favorable recommendation from the PZC by a vote of 10-0.

MOTION

Aldersperson Copple motioned to waive First Reading on Ordinance 2021.27 and Aldersperson Stouffer seconded the motion.

VOICE VOTE

Mayor Braser called for a voice vote to approve the motion. All Alderspersons voted aye. Motion carried 7-0.

MOTION

Aldersperson Copple motioned to approve Ordinance 2021.27 and Aldersperson Paulsen seconded the motion.

ROLL CALL VOTE

Mayor Braser called for a roll call vote to approve the motion. Alderspersons Bauer, Copple, Fischer, Huseman, Paulsen, Stouffer, and Stowe voted aye. Motion carried 7-0.

ACM Maggie Peck thanked Mr. Fleetwood for continuing to invest in Sycamore and wished him the best.

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.

ACM Maggie Peck that this is a requirement that these changes need to be made in response to a new FEMA requirement regarding manufactured homes. This has gone before the PZC last week and comes tonight with a favorable recommendation by a vote of 10-0. She read the changes as listed in the agenda.

MOTION

Aldersperson Stowe motioned to waive First Reading on Ordinance 2021.28 and Aldersperson Paulsen seconded the motion.

VOICE VOTE

Mayor Braser called for a voice vote to approve the motion. All Alderspersons voted aye. Motion carried 7-0.

MOTION

Aldersperson Stowe motioned to approve Ordinance 2021.28 and Aldersperson Paulsen seconded the motion.

ROLL CALL VOTE

Mayor Braser called for a roll call vote to approve the motion. Alderspersons Bauer, Copple, Fischer, Huseman, Paulsen, Stouffer, and Stowe voted aye. Motion carried 7-0.

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.

ACM Maggie Peck said that this is also part of the Municipal Code that needs to be updated, too. They are looking to modify, in addition to the FEMA requirements, Title 11, Section 11.1.7. She read the changes as reflected in the agenda.

Alderman Jeff Fischer confirmed that the verbiage is from FEMA. ACM Maggie Peck confirmed.

MOTION

Aldersperson Paulsen motioned to waive First Reading on Ordinance 2021.29 and Aldersperson Fischer seconded the motion.

VOICE VOTE

Mayor Braser called for a voice vote to approve the motion. All Alderspersons voted aye. Motion carried 7-0.

MOTION

Aldersperson Paulsen motioned to adopt Ordinance 2021.29 and Aldersperson Fischer seconded the motion.

ROLL CALL VOTE

Mayor Braser called for a roll call vote to approve the motion. Alderspersons Bauer, Copple, Fischer, Huseman, Paulsen, Stouffer, and Stowe voted aye. Motion carried 7-0.

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.

ACM Maggie Peck said that this comes tonight with a lease for one year beginning February 1st, for a rent of \$400 a month. It is consistent with all the other leases. She added that the business is a lot of homemade signs, prints, and paintings.

MOTION

Aldersperson Fishcer motioned to approve Resolution 902 and Aldersperson Huseman seconded the motion.

ROLL CALL VOTE

Mayor Braser called for a roll call vote to approve the motion. Alderpersons Bauer, Copple, Fischer, Huseman, Paulsen, Stouffer, and Stowe voted aye. Motion carried 7-0.

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

ACM Maggie Peck said that this is an item they are looking to take to the Wisconsin Surplus Auction.

Resolution 903 authorizes the disposal of the following property: 2004 Chevy Trailblazer (C02) valued at \$800

MOTION

Alderson Stouffer motioned to approve Resolution 903 and Alderson Fischer seconded the motion.

ROLL CALL VOTE

Mayor Braser called for a roll call vote to approve the motion. Alderpersons Bauer, Copple, Fischer, Huseman, Paulsen, Stouffer, and Stowe voted aye. Motion carried 7-0.

CONSIDERATIONS

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

ACM Maggie Peck explained this section of the budget per the agenda and said that *the Water Fund, as presented, is balanced with no changes to the rate schedule and no additional fees.*

Alderman Huseman asked for help to understand how CPI Index comes into play with this.

Director Public Works Matt Anderson said that the contract that Sycamore has with WRT for Well 6, 8, and 9 has a fixed portion of that fee, and a variable fee, (leasing). When Well 10 went online, it was actually purchased having a variable fee. There is two parts and every year, it goes back to the agreement and adjusts. Last year, he said it went down and this year it went up 10%. It is strictly contractual, though and that there is no negotiating rates, it's simply per the contract which is a ten year contract.

Alderman Huseman asked how the Federal Stimulus dollars and the forgivable loan are reflected in the budget and asked if they are incorporated into the budget.

ACM Maggie Peck said it is later in the agenda and then she reviewed the Sewer Fund as per the agenda.

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.

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

- 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*

B. Consideration of the 2022 Street Maintenance Program

ACM Maggie Peck said 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 use of maintenance programs such as microsurfacing, cracksealing and rejuvenator. She said that she met with staff and has discussed with the Finance Committee that it is her intent this year to add an additional \$150,000 for sidewalk replacement as an additional program. She reviewed the streets as per the agenda. She said that there is an increase in MFT funding as results of IDOT's increase of the Motor/Fuel Tax and the last two installments of the Rebuild Illinois Grants. She said they have the covid relief funds that were earmarked previously and brought to council on several occasions to be used for particular streets. She said the intent is Exchange, Sabin, and Governor Streets if enough money is left over. If direction is given, they will advertise for bids in April at which time a definite list of streets will be included.

Alderman Stouffer thanked her for bringing the sidewalk program as he has heard a lot about the sidewalks.

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.

ACM Maggie Peck said Jim Edwards, owner of 215 West Elm Street is applying to replace the windows throughout the building. 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.

MOTION

Alderman Stouffer motioned to approve the consideration for \$10,000 and Alderman Huseman seconded the motion.

ROLL CALL VOTE

Mayor Braser called for a roll call vote to approve the motion. Aldermen Bauer, Copple, Fischer, Huseman, Paulsen, Stouffer, and Stowe voted aye. Motion carried 7-0.

OTHER NEW BUSINESS

APPOINTMENTS

ADJOURNMENT

MOTION

Alderman Stowe motioned to adjourn the meeting at 7:36 p.m. and Alderman Paulsen seconded the motion.

VOICE VOTE

Mayor Braser called for a voice vote to approve the motion. All Aldermen voted aye. Motion carried 7-0.

Approve:

Mayor - Steve Braser

Attest:

City Clerk – Mary Kalk