

SYCAMORE CITY COUNCIL
AGENDA
June 17, 2002

City Council Committee Meetings

7:00 P.M. Ordinance Committee will meet to hear the Police Chief's report on the meeting of Ottawa Street residents that will take place on Thursday evening, June 13.

Regular City Council Meeting
7:30 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 of the Regular City Council Meeting of June 3, 2002;
 - B. Payment of the Bills for June 17, 2002;
 - C. Plan Commission Minutes for May 13, 2002.
- 7. PRESENTATION OF PETITIONS, COMMUNICATIONS, AND BILLS.**
 - A. Presentation by Annie Goddard of the Heartland Blood Centers regarding the Center's blood drive on Monday, July 15.
 - B. Appearance by Sycamore Public Library director Sarah Tobias to explain the "Sycamore: One Community Reading Together" program which will be sponsored by the Library during June and July.
- 8. REPORTS OF OFFICERS**
- 9. REPORTS OF STANDING COMMITTEES**
- 10. PUBLIC HEARINGS**

A. Public Hearing on a Petition for the Annexation of 220.21 Acres of Land Known as the Fisk Farm at the Southeast Corner of Plank Road and Lindgren Road.

The public has been invited to attend the June 17 meeting to comment on the proposed planned unit development known as Sycamore Creek. This development was reviewed by the Plan Commission in a public hearing on June 10 and has been forwarded to the City Council for action. A detailed commentary on the proposed development follows under “Ordinances.”

11. ORDINANCES

A. Ordinance No. 2002.10—An Ordinance Concerning the Recommendation of the Plan Commission With Regard to the Request of B&B Development LP, an Illinois Limited Partnership, as Developer, and Fisk Farm Partnership, an Illinois Partnership, as Owner, for Approval of an Annexation Agreement for a Planned Unit Development Known as Sycamore Creek with Zoning Classifications of “R-1” One Family Residence District and “R-3” Multiple Family Residence District in the City of Sycamore, Illinois. First and Second Reading.

The proposed planned unit development was initially reviewed in concept form by the Plan Commission on November 12, 2001. At that time, the Commission made several suggestions for revision as the developer, B&B Development, LP, proceeded to work out the rather complicated engineering issues associated with the Heron Creek watershed and the future configuration of the Airport Road extension. A principal recommendation was the linking of public park space with bike paths to future developments to the south and east.

Since November, the developer’s stormwater engineer (John Wills of Christopher Burke Engineering) and planner (Chuck Hanlon of Land Vision, formerly Land Planning Services) have met numerous times with the City Engineer and City Administrator and have also collaborated with the County Engineer to address a number of challenging traffic, storm water, and land conservation issues. The result is the attached development plan that comprises a 220.21-acre farm parcel to the east of the Heron Creek planned unit development. The parcel is presently within DeKalb County, is bounded on the north by Lindgren Road, and aligns on the west with the future extension of Airport Road. The developer is of course known for the Heron Creek development that was annexed in February 1999 and has since been under development in several phases of single-family homes. B&B Development intends to create a planned unit development that is compatible with the housing development it has had under development to the west.

The Sycamore Creek P.U.D. primarily features “R-1” One Family Residence zoning with detached single-family homes, with the exception of a 4.09-acre area to be zoned “R-3,” Multiple Family Residence District—an area that would be reserved for townhouses to provide a compatible transition to the townhouse development that John Castle, Jr. recently brought before the City Council. The Council will quickly note a number of “signature” B&B features, including abundant open space,

neighborhood parks, the careful treatment of the Heron Creek watershed, and custom-built homes. A more detailed analysis of the annexation agreement and preliminary plan follows:

1. The Plan.

- a) Overall Area. The plan depicts a development of 220.21 acres.
- b) Land Uses. The table below displays the land uses in the proposed plan:

Single-Family Homes	102.54 Acres
Private Park, Detention & Conservation Areas	55.75 Acres
Public Park Area	7.12 Acres
Bike Pathways	2.88 Acres
Townhouse Area	4.09 Acres
Public Road Right of Way	47.83 Acres
Total	220.21 Acres

- c) Density. The density of the single-family zoning is 1.76 units per acre (381 single-family units divided by 216.12 acres). The allowable density of the area is three (3) units per acre.
- d) Open Space. The Comp Plan requires low-density, single family planned developments to provide a minimum open space of ten percent of the gross land area. The proposed development provides open space equivalent to 52.5 percent of the gross land area of the single family zoning (which includes rights-of-way).
- e) Single-Family Homes. A total of 381 single family detached homes are planned. The average lot size is 11,724 square feet. By way of comparison, the average lot size in the recently-approved Wiseman-Hughes project was 10,800 square feet. The first phase of home building is not expected until 2005. It is estimated that an average of 45 house lots will be sold each year.
- f) Townhouse Area. The 4.09-acre townhouse site backs up to the 7.6-acre townhouse development approved by the City Council on April 15, 2002. As the Council will recall, the developer of the adjacent townhouse area—John Castle Builders—has provided access easements to the proposed “R-3” zoning on the B&B plan.
- g) Commercial Uses. None.
- h) Public Park Space. One large publicly-dedicated park area is shown roughly in the center of the development plan, with street access around most of its perimeter as well as a bike path connection to the natural or conservation area featuring the Heron Creek watershed. A smaller public park with access around its entire perimeter is shown in the northeast quadrant. The developer has proposed their dedication to the Park District, which will take up the plan at its regular meeting of June 18.
- i) Private Park Space. In addition to the public park area, B&B Development proposes 4 neighborhood parks comprising about 4 acres, plus a large conservation area that surrounds Heron Creek to the south.

- j) Bike Paths. One bike path runs along the south side of Lindgren Road and along Plank Road. It would be ten feet in width and would serve both bicyclists and pedestrians. Another bike path connects the public parks with Presidential Parkway and the trails in the large conservation area to the south. The internal bikeway and trail system will also serve a regional purpose. It will eventually be linked with the bikeway that the Land Use Plan dedicates on the east side of the future Airport Road extension, which will ultimately connect the development with the Great Western Trail.
- k) Detention basins. The plan includes a system of drainage basins that would provide regional storm water storage that includes the runoff from the development area and the storm release from the Heron Creek basin.
- l) Lindgren Road Widening and Reconstruction. Rather than have the developer improve only one-half the width of Lindgren Road—i.e. that half adjoining the subject property—the City staff and the developer have agreed that the developer will complete the entire width of Lindgren Road from Plank Road eastward to the east side of Presidential Parkway, which is the main entrance to the subdivision. The eventual developer(s) of property east of this point and on the north side of Lindgren Road will be asked to approach their public responsibility in the same fashion in order to provide a more finished roadway.
- m) Water Mains. The proposed plan would loop the northeastern reaches of the existing system serving the Heron Creek subdivision.
- n) Maintenance of common areas. A homeowners association will be responsible for the maintenance of the plan's large open spaces and common areas not otherwise dedicated to the Park District.

2. The Annexation Agreement.

The key points in the agreement are as follows:

- a) The term is 20 years.
- b) The City agrees to hold a public hearing for the "R-3" zoned property at such time as a mini-development plan is proposed for this area.
- c) The developer will provide an irrevocable letter of credit for the public improvements on the site.
- d) The developer is responsible for additional widening and reconstruction of Lindgren Road, and its re-configuration to better align with Plank Road and the future North Grove Road in accordance with the direction of the County Engineer.
- e) The developer is responsible for phased payments to DeKalb County for the construction of their portion of Airport Road abutting the property.
- f) The developer is responsible for a proportional share of the cost of traffic signals at Airport Road and Plank Road when they are warranted.
- g) The developer will be responsible for a proportional share of the cost of installing signals at the intersection of Plank Road and Lindgren Road when the traffic warrants are established.

3. The Traffic Study.

The developer has provided a traffic study performed by Kenig, Lindgren, O'Hara and Aboona of Rosemont, Illinois. A summary is attached as well as a review by City Engineer John Brady. The firm projects 3,535 vehicles per day from the single-family area (3700 were projected from the Wiseman-Hughes project). The City Engineer believes the traffic engineers underestimated the traffic that would head west on Peace Road, lessening the impact on southbound movements on Il Rt. 23.

4. The Fiscal Impact Study.

The City Administrator completed a fiscal impact study using the new impact fees and updated assumptions based on recent City and School budgets. The development is projected to have a positive fiscal impact on School District finances because of the relatively high equalized assessed value for each home. In terms of operations, the fiscal impact on the City is also positive on an annual and on a cumulative basis. However, as the attached spreadsheet shows, if the heavy cost of the City's largest relevant capital expense--full street replacement--is included, based on a twenty-year amortization, the revenues generated from the development cannot offset the capital cost. This calculation probably skews the City's fiscal impact model and is not generally included in fiscal impact studies. However, it is instructive in indicating the need for recurring capital dollars based on revenue from commercial and industrial property as well as residential property. So long as the City must reduce its property tax rate to keep the composite property tax rate down or stable, it must look to substantial annual increases in sales tax revenues, grants, and other funding sources to help offset the cost of street maintenance over time.

A copy of the Wiseman-Hughes fiscal impact analysis is attached for contrast. The Wiseman-Hughes spreadsheet has been modified to spread the impact of the development over the same number of years as the Sycamore Creek development for a more fair comparison. Clearly, the higher EAV of the Sycamore Creek development and the slower "build-out" of the B&B plan makes a major positive difference in terms of fiscal impact.

5. The Park District Review and Annexation.

The developer's plan for annexation will be considered by the Park Board on June 18. A preliminary staff review has already occurred and the main focus will be whether the smaller public park space shown on the plan will be large enough for the Board to accept its dedication. The developer has indicated that the park will be built whether the Board agrees to accept it or not, in the interest of maintaining open space in that part of the plan.

6. Proposed Variations From Policy or Past Practice.

None.

Recommendation

The proposed plan conforms with the land use vision of the Comp Plan of May 2000 and the annexation agreement exceeds the expectations of the Land Use Plan in terms

of the re-configuration of Lindgren Road, improvements to the Heron Creek basin, and open space. The developer has proposed a land use and a development plan that is very compatible with the nearest contiguous development to the west, and for all intents and purposes is an extension of the Heron Creek plan. The development plan affords amenities (neighborhood parks; a large conservation area; an integrated bike path and trail system) and infrastructure improvements (e.g. the looping of the present dead-end water mains serving Heron Creek; road realignments; the extension of Airport Road) that will enhance public services for residents of adjacent developments exclusively at the developer's expense. Finally, the likely deferral of development of the Sycamore Creek project until late 2005 and the projected pace of annual building permits (about 45) will be in line with the manageable pace established in the Heron Creek development phases.

The Plan Commission held a public hearing on the proposed development on June 10 and recommended its approval by a vote of 5-4, with three members absent. One of the "no" votes sprung from an interest in sprinklering single-family homes in new residential developments. The other "no" votes were not tied to any specific development feature. All of the Commissioners spoke favorably about the land use, low density, positive fiscal impact on the schools, the developer's assumption of some extraordinary public road improvements, the extensive bike bath and trail system, large areas of managed open space, etc. One concern was more procedural: would a deferral of a Commission recommendation give the Park Board more time to review the documents in light of the departure of the former executive director? The Administrator responded that Commission and Council action is always contingent upon final Park Board approval, and that the Park Board looks to the Commission for direction in its deliberations. Such direction will be important as the Board meets on the 18th. It is important to note that the Park Board representative voted in favor of the plan and annexation agreement. Two other "no" votes were based on a concern about the School Board's position. In response, Commissioner Blickem reminded the Commission that the School Board had recently spoken on development trends by unanimously approving a 97.5% increase in impact fees, and added that the proposed development would have a positive impact on school finances because of the relatively high assessed value of the average homes, as shown on the fiscal impact study. School Board president Jim Dombeck attended the hearing and did not comment.

In the Administrator's opinion, the development meets or exceeds all regulatory and planning precepts to date, and represents the studied, complimentary "go slow with style" approach to development that local residents are increasingly hoping to see. City Council approval of the Plan Commission recommendation is requested.

B. Ordinance No. 2002.11--An Ordinance Concerning the Recommendation of the Plan Commission With Regard to the Request of B&B Development LP, an Illinois Limited Partnership, as Developer, and Fisk Farm Partnership, an Illinois Partnership, as Owner, for Approval of the Preliminary Plan and

Plat for a Planned Unit Development Known as Sycamore Creek in the City of Sycamore, Illinois. First and Second Reading.

The preliminary plan and plat for Sycamore Creek has been reviewed above. The Plan Commission reviewed the plat in detail at its regular meeting of June 10 and recommended its approval, with the condition that the City continue its practice of delaying the recording of approved plats until the Park Board has concurred with the plan.

City Council approval of the Plan Commission recommendation is requested.

C. Ordinance No. 2002.12--An Ordinance Concerning the Recommendation of the Plan Commission With Regard to the Request of B&B Development LP, an Illinois Limited Partnership, as Developer, and Fisk Farm Partnership, an Illinois Partnership, as Owner, for the Annexation of the Planned Unit Development Known as Sycamore Creek in the City of Sycamore, Illinois. First and Second Reading.

If the Council approves the annexation agreement and the preliminary plat and plan for the Sycamore Creek planned unit development, it will be obliged to approve the annexation of the property. The Plan Commission voted to recommend the City Council's approval of the annexation, provided the City did not record the annexation documents until the Park Board had approved the plan. This has been the practice of the City in recent years.

City Council approval of the Plan Commission recommendation is requested.

D. Ordinance No. 2002.13—An Ordinance Ascertaining the Prevailing Rate of Wages for Public Works in the City of Sycamore, Illinois. First and Second Reading.

Each year by July 1 the City must adopt the prevailing wage rate schedule for public works projects within the City's corporate limits. The attached ordinance and schedule satisfy this requirement.

City Council approval is recommended.

E. Ordinance No. 2002.14—Approving Execution of an Agreement Between the City of Sycamore and the DeKalb County Economic Development Corporation Effective May 1, 2002 to April 30, 2002 Providing for a Grant of \$7,000 in Return for Services to the City of Sycamore, Illinois. First and Second Reading.

One of the three City grants included in the Mayor and Council budget for FY03 is a grant of \$7,000 to the DeKalb County Economic Development Corporation. Since 1988, the City of Sycamore has annually contributed \$7,000 to help offset the operating costs of the organization. The proposed award underwrites the DCEDC staff's responses to cold calls and other inquiries concerning industrial space in Sycamore.

An additional value of Sycamore's support for the organization is access to the County's best network of economic development officials, and clearinghouse for development information. The City's seats on the organization's executive committee and Board assures us of a more timely and thorough access to such information.

The attached agreement replicates the agreements of previous years. It requires prompt follow up on industrial leads, the maintenance of a database on Sycamore's industrial sites and buildings, and regular reporting to the staff and Council.

City Council approval is recommended.

F. Ordinance No. 2002.15—An Ordinance Amending Title 4, Public Health and Safety, Chapter 1, Fire Department, Section 9, Fire Protection Training Program. First and Second Reading.

The Sycamore Fire and Police Commission has asked the City Council to revise the City Code to require that upon a job offer, a candidate must be certified as a Firefighter II and EMT-B, or an EMT-P (paramedic). These criteria are common among municipalities with which the City competes for qualified candidates, and will help the City attract persons with paramedic credentials.

City Council approval is recommended.

12. RESOLUTIONS--None

13. CONSIDERATIONS

A. Consideration of A Police Department Recommendation to Purchase Three Replacement Vehicles.

The City's recent bond issuance identified a number of capital expenditures for replacement vehicles and equipment. The allocation for Police vehicle purchases was \$66,000, and was intended to cover the cost of three vehicles with light bars and other standard detailing. A separate portion of the bond proceeds has been set aside for in-car video cameras (\$30,000) and in-car computers (\$80,000). As the attached memorandum from Police Chief Don Thomas explains, the Police department recently solicited bids for the three vehicles.

The low bidder for the three vehicles and the "Police package" of associated equipment was Veto Enterprises of Sycamore. The total cost is \$65,352. City Council approval is recommended.

B. Consideration of an Administration Recommendation to Award the Contract for the City's Annual Independent Audit.

A request for proposals to perform the City's FY2002-2003 independent financial audit was mailed by Accounting Supervisor Steve Garland in early May to qualified auditing firms working in the northern Illinois area. The deadline for proposals was June 3. A copy of the RFP is attached for the Council's review.

The annual financial audit includes an audit of the City's combined financial statements, including statements and documents associated with its operating funds, capital funds, special funds, enterprise funds, bond funds and pension funds. The complete audit also includes a report on the City's compliance with generally accepted accounting practices; a management letter; and the filing of various reports to the Illinois Comptroller, the Department of Commerce and Community Affairs, and the Single Audit Clearinghouse.

Four firms submitted proposals. The firms and a breakdown of their fees are shown below:

Firm Name	City Audit Base Price	Library Audit	Pension Fund Reports	IL Comptroller Report	Total
Lindgren, Callihan, Van Osdol (Freeport)	\$16,000	Not Included	Not Included	Included in base price	\$16,000
Clifton Gunderson (Sterling)	\$17,900	Included in base price	Included	Included in base price	\$17,900
Siepert & Co. (Sycamore)	\$19,400	Included in base price	\$1,200	\$600	\$21,200
Sikich Gardner (Aurora)	\$16,600	\$3,125	\$3,200	Included in base price	\$22,925

Because some of the cost proposals were more detailed than others, the City Administrator contacted some of the principals by phone to clarify their prices. After a phone conversation with Gregory Dunham, executive officer of LCV, the Administrator has concluded that the firm's cost proposal did not include the pension reports as requested and possibly did not take into account the Library audit. This would disqualify them from a fair comparison with the other proposals, although the firm was willing to provide a cost for the additional work. Carla Miller of Clifton Gunderson was also contacted by phone. She acknowledged that her firm's proposal included the pension reports and Library audit, although this was not obvious in their submittal.

In arriving at a decision on professional service contracts, the Council considers price as well as the breadth and depth of the experience of the audit team. All of the firms that submitted proposals have the expertise to perform a competent audit. Three of the firms submitted proposals that were complete in terms of the requirements of the RFP. The firm that has performed the last five City audits—Siepert & Co.—has the advantage of a familiarity with the City's funds and accounts, but that is not an indispensable asset. The base price of last year's City audit was \$18,000.

City Council direction is requested.

C. Consideration of an Administration Recommendation to Award a Contract for the Purchase of a Rotary Mower for the Public Works Department.

The attached memorandum from Public Works Superintendent Fred Busse identifies two pieces of older Street Division equipment that are slated for replacement with a portion of the 2002 bond proceeds: a 1965 International tractor and a five-foot rotary mower that have been used for mowing ditches and other city-owned open spaces around public buildings, well sites, etc. Presently, the City maintains about four miles of ditches and about fifty acres of open space. As the City expands, the ditch areas will grow. In addition, the new Bethany Road retention pond and the large open areas around the new Public Works department building will demand regular maintenance. As a result, Mr. Busse has requested bids on two new machines: a ten-foot rotary mower and a tractor rated at a higher horsepower for more effective ditch work. A total of \$32,000 from the 2002 Bond Fund is provisionally allocated for these purchases.

Bids for the two new pieces of equipment will be received on Monday, June 17, at 1:30 p.m. Mr. Busse will prepare a bid sheet after the bid opening and will be prepared to review the bid sheet with the Council in anticipation of some action on the lowest responsible bids.

D. Consideration of an Administration Recommendation to Award a Contract for the Purchase of a Tractor for the Public Works Department.

See the item, above.

E. Consideration of an Administration Recommendation to Award a Contract for a Used Bucket Truck to Maple Utilities in the Amount of \$7,500.

Superintendent Busse has also been searching for a used bucket truck to take control over an area of cost that has exceeded reasonable estimates in recent years. As he writes in the attached memorandum, the simple replacement of street light bulbs cost the City about \$9,000 in FY02!

Used bucket trucks become available as utility companies and contractors upgrade their equipment. Each vehicle demands a careful investigation, particularly with regard to the lift. After a search of local sales lots, companies that sell or lease industrial equipment, and local utility and contractor shops, Mr. Busse has found a 1988 Dodge one-ton bucket truck that appears to fit his department's needs. With some body repairs, the replacement of some mechanical items, and routine maintenance, Mr. Busse believes this truck will serve a variety of public works activities for many years. The estimated cost of the truck is \$7,500 and the additional repairs will total about \$1,500.

City Council approval is recommended.

F. Consideration of Proposals for the Rehabilitation of Well #5.

City Engineer John Brady recently explored a number of methods to rehabilitate Well #5, which was closed many years ago because it was pumping a considerable amount of sand. He solicited proposals for two different mechanical approaches and received proposals from three companies with experience in well restoration. As the Council will see from the attached table, the firm Municipal Well & Pump provided proposals for both mechanical approaches that were significantly below the estimates of the other two firms.

For the Council's background, one mechanical approach is known as a surging method that involves the insertion of a conductor pipe with an inner air pipe into the bore hole to a 1100 foot depth. Pressurized air flowing through the smaller inner pipe forces water, sand and air to the surface. The surge out of the larger pipe at ground level is noisy and damaging to the grass areas around the borehole, but oftentimes clears the well of sand for many years. The alternative method—air pressurizing—does not involve the insertion of pipes in the bore hole. The top of the well casing is capped and the entire bore hole and well casing is pressurized then quickly released. Water is likewise blown out the top of the hole but the sand falls to the bottom of the bore hole. The sand is then bailed from the hole. This process is not as noisy or messy as the “air lift surging” method but would still lead to some peripheral damage in the area of the spray.

City Council approval of the Municipal Well & Pump proposals is recommended. The selection of the specific mechanical approach will be made by the City Engineer after further consultation with the Water Superintendent. Funding for this rehabilitation project is found in Fund 14 (1996 Bond Fund). The remainder of the 1996 bond proceeds will be expended this year.

G. Consideration of an Administration Recommendation for a Closed Session to Discuss Personnel Matters.

14. APPOINTMENTS

15. ADJOURNMENT