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**SYCAMORE CITY COUNCIL – REGULAR MEETING  
MINUTES OF NOVEMBER 4, 2002**

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**ROLL CALL**

Mayor John Swedberg called the meeting to order and Clerk Candy Smith called the roll. Those Alderpersons present were: Alan Bauer, Pam Blickem, Michael Chambon, Cheryl Maness, Pete Paulsen, Chuck Stowe, and Janice Tripp. Alderperson Andrew Larson was absent.

**INVOCATION**

Steve Best of Bethany Community Church gave the invocation.

**PLEDGE OF ALLEGIANCE**

**APPROVAL OF AGENDA**

Mayor Swedberg announced that Consideration A, parking request from Knodle's Appliance Service Company, had been removed.

**Motion**

Alderperson Stowe moved to approve the agenda with the changes and Alderperson Maness seconded the motion.

**Voice Vote**

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

**AUDIENCE TO VISITORS**

Dave Goodman, 1728 Ironwood Drive, expressed concern regarding the purchase of the Henderson building and parking lot.

**CONSENT AGENDA**

- A. Approval of the Minutes of the Regular City Council Meeting of October 21, 2002;
- B. Payment of the Bills for November 4, 2002 in the amount of \$288,441.68.

**Motion**

Alderperson Blickem moved to approve the Consent Agenda and Alderperson Tripp seconded the motion.

**Voice Vote**

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

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

- A. Introduction of new laborers Brad Dewey and Keith Fabrizio.

Superintendent Busse introduced Brad Dewey as a lifetime resident of Sycamore who brought carpentry and electrical skills, and knowledge of most of the equipment involved to the job.

Superintendent Busse introduced Keith Fabrizius as a lifetime resident of the Sycamore area who spent five years at the Kane County Highway Department, nine years with the water and sewer department of Sugar Grove, and also electrical skills.

B. Introduction of new full-time firefighter Bill Reynolds.

Chief Riddle introduced Bill Reynolds along with his wife and two children and said he was currently enrolled in paramedic school. Chief Riddle said that Firefighter Reynolds worked seven years for the Shabbona Fire Department, is a member of the Lions Club and is Secretary to the Blackhawk Firefighter Association. Clerk Smith swore in firefighter Reynolds.

## **REPORT OF OFFICERS**

Administrator – Bill Nicklas reminded Council of the Joint Meeting, Monday, November 11 2000 at 7:00 p.m. at the Sycamore Public Library to informally sort through ideas about the revision of the Comprehensive Plan. Mr. Nicklas said that the Henderson parking lot was open to the public and the closing was set for November 21, 2002. Mr. Nicklas also wanted to clear up an item in the paper referring to the Manager/Council form of government by saying that the key difference, besides a professional approach, was that by going to referendum the Council could not arbitrarily vote to change the form of government.

Engineer – John Brady –no report

Building & Zoning - Lyle Doty reported that since the last meeting he had written 15 permits: 9 single-family, 1 attached single-family unit, 4 miscellaneous residential, and 1 miscellaneous commercial.

Treasurer – Ken Mundy – no report

Fire Chief – Bill Riddle reported that since the last meeting the Fire Department had received 74 calls: 42 EMS, 27 Non-Fire Mutual Aid, and 5 Fire. Chief Riddle said that he was saddened to announce the passing of Ben Henderson who was a 16-year Firefighter, retired in 1992 following a heart attack.

Police Chief – Lieutenant Cary Singer reported that since the last meeting the Police Department had received 312 calls for service, made 182 traffic stops, written 61 citations, made 12 arrest, handled 4 accidents and written 84 reports. Lieutenant Singer reported that there were no incidents during Pumpkin Fest.

Public Works Supt. – Fred Busse thanked Lieutenant Singer for his organizational skills during Pumpkin Fest that helped make the Public Works directions clear setting up for the parade. Superintendent Busse also thanked the Public Works Department for their work in setting up for the Parade at 5:00 a.m. Sunday morning and cleaning up of the downtown at 2:00 a.m. Monday morning.

Water Supt. – Ebe Smith reported that they were in the process of GIS mapping of water services in town with 3000 completed and 2000 to go.

Mayor Swedberg reminded Council and the Public that the Viet Now 24-hour vigil would begin with a ceremony at 5:15 on the Courthouse lawn Friday, November 8, 2002.

## REPORT OF STANDING COMMITTEES

Finance –no report

Ordinance – no report

Police & Fire - no report

Streets & Walks – Chairperson Chambon reported that the Committee had met earlier in the evening to hear a report by Hampton, Lenzini, and Renwick (HLR) regarding the Bethany Road reconstruction project.

Sewer & Water – Chairperson Alan Bauer reported that the Committee had met earlier in the evening to begin discussion of water meter rates and will meet again in two weeks. Chairperson Bauer also asked the media to encourage the residents to rake leaves for pickup onto the parkway and not onto the streets.

## PUBLIC HEARING

None

## ORDINANCES

### **A. Ordinance No. 2002.49—An Ordinance Amending the Combined Annual Budget and Appropriation Ordinance for Fiscal Year 2002 to 2003 in the City of Sycamore, Illinois. First and Second Reading.**

Administrator Nicklas said this ordinance would change the FY02 budget to record the actual audited totals for the previous year and make the following changes to the FY03 budget:

- ◆ A one-time equity transfer of \$1.4 million from the General Fund reserve to a new Public Buildings Fund (Fund 11) will finance the acquisition and remodeling of the former Henderson department store building and nearby parking lot.
- ◆ A one-time equity transfer of \$50,000 from the General Fund reserve to a new Downtown Revolving Loan Fund (Fund 13) to provide short-term loans at no interest in support of downtown façade improvements.
- ◆ A one-time equity transfer of surplus FY02 funds in the amount of \$135,000 to finance the City's share of capital improvements necessary to create a new Central Dispatch center and to install a new Police record keeping system that is consistent with the DeKalb County record keeping system.
- ◆ A revision of the Police department budget to reflect the City's transition to a centralized dispatch system in cooperation with the County of DeKalb.
- ◆ The hiring of a new laborer with funding support from the Sewer Fund. Based on the Council's direction of September 3, 2002, the annual allocation for new piping, lining, or appurtenances associated with the sewage collection system (line item 651-8633) will be decreased from \$125,000 to \$75,000, with the difference going to fund one new hire to help carry out the system improvements.

**Motion**

Aldersperson Blickem moved to hear Ordinance 2002.49 on first and second reading and Aldersperson Maness seconded the motion.

**Voice Vote**

Mayor Swedberg called for a voice vote to approve the motion. All Alderspersons present voted aye. Motion carried 7 – 0.

**Motion**

Aldersperson Blickem moved to approve Ordinance 2002.49 and Aldersperson Maness seconded the motion.

**Voice Vote**

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

**B. Ordinance No. 2002.50—An Ordinance Amending Title 1, “Administration,” Chapter 6, “City Council,” Section 1-6-9, “Contingency Fund,” of the City Code of the City of Sycamore, Illinois to Establish a General Fund Reserve Balance in the Amount of \$1.5 Million From Which Only the City Council May Authorize Expenditures. First and Second Reading.**

Administrator Nicklas explained that in recent years the City had considered all of the General Fund balance as reserves. Mr. Nicklas said the auditors encouraged the City to separate reserved and unreserved balances. Mr. Nicklas said that this ordinance would give City Council sole permission to approve expenditures out of that fund.

Aldersperson Bauer inquired if that money would always be repaid and Mr. Nicklas said that it would.

**Motion**

Aldersperson Maness moved to hear Ordinance 2002.50 on first and second reading and Aldersperson Paulsen seconded the motion.

**Voice Vote**

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

**Motion**

Aldersperson Maness moved to approve Ordinance 2002.50 and Aldersperson Paulsen seconded the motion.

**Voice Vote**

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

**C. Ordinance No. 2002.51—An Ordinance Amending Ordinance 2001.84 to Create a New Management Position of Deputy Budget Officer As an Appointed Office of the City of Sycamore. First and Second Reading.**

Administrator Nicklas explained that the resignation of Accounting Supervisor Steve Garland created an opening and Mr. Nicklas said that he felt the City’s Intern Brian Gregory could perform a range of duties as an interim Deputy Budget Officer.

**Motion**

Aldersperson Maness moved to hear Ordinance 2002.51 on first and second reading and Aldersperson Blickem seconded the motion.

**Voice Vote**

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

**Motion**

Aldersperson Stowe moved to approve Ordinance 2002.51 and Aldersperson Bauer seconded the motion.

**Voice Vote**

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

Administrator Nicklas said he would like to appoint Brian Gregory to the position of Deputy Budget Officer.

**Motion**

Aldersperson Chambon moved to approve the appointment and Blickem seconded the motion.

**Voice Vote**

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

**D. Ordinance No. 2002.52—An Ordinance Awarding a Contract in the Amount of Up To \$107,105 to Open Software Solutions, Inc. (OSS) for a New Computerized Police and Fire Records Management System. First and Second Reading.**

Administrator Nicklas explained that according to Chief Thomas' background the software would link Police and Fire records management system to DeKalb County. Mr. Nicklas said that price, compatibility, and availability were researched and the Police Chief recommended purchase of the software. Mr. Nicklas also noted that the County used this software.

Aldersperson Bauer said that he thought the system would be good, but he felt the cost of training was high. Mr. Nicklas said they had negotiated the cost of training down and that all the operators would be required to take the training. Aldersperson Bauer inquired if there was a train the trainer program and Lt. Singer said there was.

Aldersperson Bauer asked if the \$80,000 was from the 2002 Bond Fund and if it would replace the budget for car computers. Administrator Nicklas said that the Chief felt that the practice of using car computers was fading.

Aldersperson Chambon inquired what the Fire Department did with a CAD system and Chief Riddle explained that CAD allowed the department to keep plans of buildings and also this particular software was computer aided drawing as well as dispatching.

Aldersperson Chambon inquired if there was any urgency to pass this ordinance because he wanted to hear more from the Police Chief.

## **Motion**

Aldersperson Bauer moved to hear Ordinance 2002.52 on first and second reading and Aldersperson Stowe seconded the motion.

## **Voice Vote**

Mayor Swedberg called for a voice vote to approve the motion. Aldersperson Blickem voted aye. Six Alderspersons voted nay. Motion failed 6 - 1.

## **RESOLUTIONS**

None

## **CONSIDERATIONS**

### **A. Consideration of a Request From Knodle's Appliance Service Company for the Use of a Non-Metered Parking Stall In a Public Lot.**

Request withdrawn.

### **B. Consideration of a Request for Direction Regarding Interest in the Council-Manager Form of Government.**

Mayor Swedberg said that the manager position would not be designed for any one person, but for the City as a whole to move the City into a professional form of government. He said that relocating businesses look at potential cities' forms of government to see their professional level. Mayor Swedberg said that currently the Administrator, Bill Nicklas, had all the duties and authorities of a manager, but with the title of administrator. Mayor Swedberg said that the title needed to be changed to tell the outside world that the City is performing at a professional level. Mayor Swedberg said that he wanted to place this on the ballot in 2003.

Aldersperson Bauer said that they needed to change to Manager/Council because the position of Administrator had a wide range of job descriptions from clerical to manager. Mr. Bauer said he thought this would be a good move for the City.

Aldersperson Stowe said that he thought this was the next logical step. He said that the first Administrator was considered an assistant to the Mayor; the second Administrator was given more responsibilities and ultimately manager responsibilities, and now was the time to make the form of government permanent and professional.

Aldersperson Blickem said that the Manager/Council form of government portrays professionalism and that growing communities need professional management. Aldersperson Blickem inquired how the Council would organize the process.

Mayor Swedberg said that Treasurer Ken Mundy offered contact with Carol Zar, NIU Governmental Studies, to facilitate the process. Mayor Swedberg said he would form an ad hoc committee that would help to inform the public. Aldersperson Maness said that she thought that Carol Zar would give the Council direction and timelines. Aldersperson Blickem asked if there was a fee attached to Carol Zar's work and did we have money available for that. Administrator Nicklas explained that there was not a specific allocation for this, but for professional fees in general. Mayor Swedberg said that he would contact Carol Zar.

Mayor Swedberg took a moment to thank the entire City staff for their efforts during Pumpkin Fest.

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

**Motion**

Aldersperson Chambon moved to go into closed session at 8:40 p.m. and Aldersperson Tripp seconded the motion.

**Voice Vote**

Mayor Swedberg called for a voice vote. All Alderspersons present voted aye. Motion carried 7 - 0.

**Motion**

Aldersperson Stowe moved to return to Open Session at 9:12 p.m. and Aldersperson Blickem seconded the motion.

**Voice Vote**

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

**APPOINTMENTS**

None

**ADJOURNMENT**

**Motion**

Aldersperson Stowe moved to adjourn the meeting at 9:12 p.m. and Aldersperson Bauer seconded the motion.

**Voice Vote**

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

Approve:

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Mayor – John L. Swedberg

Attest:

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City Clerk – Candy Smith