

SYCAMORE CITY COUNCIL

AGENDA

July 6, 2004

City Council Committee Meetings

6:30 P.M. Meeting of the Ordinance Committee to Discuss the Creation of an Appointed Treasurer Position.

The Ordinance Committee was unable to convene on June 21 because of a lack of a quorum. On July 6, the Committee is scheduled to meet to discuss City Attorney Keith Foster's findings (see attached) concerning the legal steps necessary to change the Treasurer's position from an elected to an appointed position. City Treasurer Ken Mundy will be present to detail the Treasurer's statutory responsibilities as the Committee considers the possibility of this change. A copy of the City Code's description of the Treasurer's responsibilities is also attached.

According to City Treasurer Mundy, of the 308 Illinois communities active in the Illinois Municipal Treasurers Association (IMTA), 195 (63%) have appointed treasurer positions, and the trend is toward more appointed positions as professional city management expands in Illinois.

Regular City Council Meeting

At the Sycamore Center

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 City Council Meeting of June 21, 2004;
- B. Approval of the Minutes for the Special City Council Meeting of June 28, 2004;
- C. Payment of the Bills for July 6, 2004;

7. PRESENTATION OF PETITIONS, COMMUNICATIONS, AND BILLS.

- A. Consideration of a Presentation by the Sycamore Economic Development Commission.

Sycamore Economic Development Commission member Dean Copple will introduce Tim Suter, president of Suter Foods, who will give a brief overview of his firm's products and services.

8. REPORTS OF OFFICERS

9. REPORTS OF STANDING COMMITTEES

10. PUBLIC HEARINGS--None

11. ORDINANCES

A. Ordinance No. 2004.21—An Ordinance Concerning the Recommendation of the Plan Commission With Regard to the Petition of Norman Adshade for a Preliminary Plat for the Brickville Estates Subdivision in the City of Sycamore, Illinois. Second Reading.

This ordinance was heard on first reading only on June 21 because of the absence of the petitioner, Mr. Adshade, or anyone to speak in behalf of the petitioner.

In January of this year the City Council approved a storm sewer easement that would serve Mr. Adshade's need to release stormwater from his 6.17-acre infill site at the corner of Brickville and Freed Roads, while addressing the concerns of Ms. Shirley Overton and other downstream propertyowners concerned about potential disruption to their property. According to the easement agreement, Mr. Adshade would design a storm sewer running from the proposed detention pond to the Brickville Road right-of-way, then within the right-of-way and that portion of Mrs. Adshade's property running to the centerline of the roadway. Mrs. Overton would grant a perpetual non-exclusive utility easement to the City of Sycamore and Mr. Adshade, at his sole expense, would install the storm sewer and all related appurtenances. Upon approval by the City Engineer, the City would assume repair and maintenance responsibility for the publicly-dedicated sewer line, as it typically does with other dedicated storm mains. In addition, any damage to the adjacent yard areas within Mrs. Overton's property during the construction period would be repaired at the sole cost of Mr. Adshade.

The approval of this easement did not involve the approval of any plan for the development of the 6.17-acre site owned by Mr. Adshade. The review of any such development plan must first be accomplished at the Plan Commission level, with a referral and ultimate action by the City Council. Action on this easement only

established one of a number of preconditions to the ultimate approval of such a plan, and was necessary prior to further Plan Commission review.

Now Mr. Adshade returns with his preliminary plan for the development of his parcel. The plan conforms to the concept plan presented to the Plan Commission on August 11, 2003, which was generally supported except for the then-outstanding issue of the storm water easement. The Council will recall that the property is already annexed and zoned "R-1." The plan has the following details:

- Eleven single family detached home lots;
- A gross density of 1.63 units per acre (the maximum allowance is 3 units per acre).
- A cul-de-sac interior public roadway with one access to Freed Road.
- House lots varying from 10,767 sq. ft. to 19,681 sq. ft.

The Plan Commission reviewed the proposed preliminary plat on June 14 and recommended its approval by a vote of 11-0. City Council approval of the Plan Commission recommendation is requested.

B. Ordinance No. 2004.25—An Ordinance Approving the Execution of an Employment Agreement Between the City of Sycamore and Donald M. Thomas for Service as Police Chief, Effective July 6, 2004 and Ending July 5, 2009, in the City of Sycamore, Illinois. First and Second Reading.

Chief Thomas's present three-year contract expires on August 20, 2004. The attached ordinance would extend his contract for five years under the same terms and conditions.

In his first three years of employment with the City of Sycamore, Chief Thomas has accomplished the following:

- Provided key leadership in contracting with DeKalb County for dispatch services;
- Improved the Police department's report writing by proposing and implementing the new OSSI system;
- Involved the department in a comprehensive review and revision of its standard operating procedures and policies to conform with "best practices" in the profession;
- Reorganized departmental functions and command responsibilities;
- Assisted the City Manager in the most recent contract negotiations with FOP Lodge No. 133 and the FOP Labor Council, and negotiated the resolution of a variety of labor-management differences without prompting formal grievances;
- Effectively managed three annual departmental budgets (FY2002; FY2003; FY 2004);
- Prepared and presented the Police department's first 5-Year Strategic Plan in 2003;
- Coordinated the department's handling of several "high profile" cases that demanded careful and thorough investigation to assure the rights of all concerned;

- Collaborated with other department heads in a variety of remodeling initiatives in the Public Safety Building and former Street department garages. This cooperation led to the creation of a new evidence storage facility, new offices and interview rooms, etc.;
- Elected president of the DeKalb County Law Enforcement Executives Association for 2004.
- Has been forthcoming in introducing himself and his department's personnel and goals to the community.

Chief Thomas is annually evaluated by the City Manager, along with other City department heads. He has brought a high level of professionalism to the Chief's responsibilities and is a consummate spokesman for the Department's guiding principle: "to hire the right people in the correct numbers, organized effectively and expertly trained to work according to best practices."

Chief Thomas's interest in another long-term contract is a serious benefit to the City. If approved, his tenure would parallel the long-term labor contract approved by the Council on June 7, 2004 and would provide consistent direction and management for the department. In addition, Chief Thomas has become a valuable part of the department head team that assists the City Manager in carrying out the Council's policies, and his continued leadership would be a profound asset to the organization.

City Council approval is recommended.

12. RESOLUTIONS

A. Resolution No. 452—Releasing Closed Session Minutes.

The attached resolution is self-explanatory. The City Council reviews its closed session minutes every six months and determines which sets of minutes can be released without compromising the public interest or the privacy of individuals under law.

City Council approval is recommended.

13. CONSIDERATIONS

A. Consideration of a Recommendation from the City Engineer Concerning the Contract for the 2004 Downtown Streetscape Project.

At 2:00 p.m. on July 6 the City Engineer will open contractor bids for the 2004 Downtown Streetscape Project, which includes work on Somonauk Street from State Street to Elm Street, as well as North Maple (State Street to Exchange Street) and South Maple (State Street to Elm Street). The engineer's estimate for the base contract is \$1,240,192.

Additional estimated costs outside the base contract are noted below:

- 38 new historic street lamps (only the labor for installation is included in the base contract): \$109,365;
- conversion of underground electrical services at new meter bases: \$7,000;

- c) plumber costs for connection of new water services in building basements: \$10,000;
- d) Com Ed's removal of overhead electrical lines: \$65,000 (estimated);
- e) New street signs and painted street sign posts and painted parking meter posts: \$12,000.

These additional costs total \$203,365.

The City staff is also gathering a cost estimate for the installation of radiant heat under the sidewalk on the State Street and Somonauk Street sides of the Sycamore Center. The Public Works department would tear out the existing sidewalk and pour the new sidewalk for the cost of materials; a plumbing contractor would be needed to install the heat tubing and the small boiler in the basement of the Center. Over time, this investment would offer relief from snow removal duties that the Public Works department presently shoulders.

City Engineer John Brady will tabulate the bids received on July 6 and make a recommendation to the Council.

14. APPOINTMENTS

15. ADJOURNMENT