

SYCAMORE CITY COUNCIL
AGENDA
June 4, 2007

CITY COUNCIL COMMITTEE MEETINGS

6:30 P.M. Meeting of the Sewer and Water Committee to discuss secondary water meters.

At the last regular City Council meeting of May 21, the City Manager informed the Council of the continuing community interest in secondary water meters by residents who want to irrigate their lawns without incurring sewer fee costs. Such metering would account for water use but would allow users to achieve a savings in sewer fees that would otherwise be assessed on the basis of the flow through their primary meter. The Council agreed to refer this matter to the Sewer and Water Committee for further review before considering the topic on an action agenda.

In 2004, the Water and Sewer Committee reviewed a Water Division pilot study to assess the potential gain in water fees from increased usage, and the potential loss in sewer fees. The study was conducted by Assistant Public Works Director Ebe Smith from May to December, 2003 and involved four single-family users. Assuming no adjustment in the water and sewer fee schedules, the study found that the increase in water fees from an average-sized yard sprinkler system would not necessarily offset the loss in sewer fees if the yard irrigation was metered. As a result, the Committee did not recommend the permitting of secondary meters, except for commercial purposes where large open spaces are maintained by yard sprinkler systems with separate meters. An additional consideration was the Committee's belief that the present system acts as a water conservation tool. Yard sprinkling occurs every year, but the volume of water pumped for this purpose is limited by the cost.

Since 2004, the water and sewer fees have not changed, but the interest on the part of new homeowners working to establish new lawns seems to be steady. A number of options can be pursued:

1. Maintain the current system. This course involves no staff work, but ignores customer interest.
2. Institute a new pilot program. Allow interested parties to install a secondary meter that conforms to the Water Division's specifications at their sole expense this summer. These meters can be read electronically. At the end of the growing season, the usage and probable

cost/benefit from the City's perspective and the consumer's perspective can be reviewed by the Committee.

3. Establish a permanent system for secondary water meters for private residential use. Without knowing the true extent of customer interest, the fiscal impact of this option is hard to measure.

The City staff recommend Option #2. If the Council concurs, the Public Works department would assume responsibility for setting up the pilot program and monitoring its impact for Council review this fall. Specifically, the department will give interested parties an idea of the upfront and ongoing private costs of such a program. Committee direction is requested.

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Regular City Council Meeting 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 Regular City Council Meeting of May 21, 2007.
 - B. Payment of the Bills for June 4, 2007.
 - C. FY07 Year-End Budget Report (unaudited).
7. **PRESENTATION OF PETITIONS, COMMUNICATIONS, AND BILLS.**
 - A. Recognition of Dustin Ruby and Andy Powers for their completion of the three-year paid-on-call College Intern Program.
 - B. Swearing-in of Dustin Ruby as a career firefighter.
8. **REPORTS OF OFFICERS**
9. **REPORTS OF STANDING COMMITTEES**
10. **PUBLIC HEARINGS--None**
11. **ORDINANCES**

A. Ordinance No. 2007.05—An Ordinance Concerning the Recommendation of the Plan Commission With Regard to a Petition to Amend Article 6.8.8.C.2 of the Unified Development Ordinance of the City of Sycamore, Illinois. Second Reading.

At the last regular City Council meeting of May 21, the Council considered a staff proposal to amend the Unified Development Ordinance (“UDO”) to permit monument-style ground signs with shallower front yard setbacks on commercial lots that were platted before the UDO was approved on May 1, 2005. The suggestion came from the City’s Building Commissioner, Lyle Doty, who has recently fielded some ground sign requests that might have complied with former zoning setbacks, but do not comply with the deeper setbacks required in the newer UDO regulations.

The Council debated the relevant issues of size, unit dimensions, and setback because of an interest, shared by the city staff, in avoiding over-sized signage in relation to building facades and front yards. After some discussion, the following criteria were suggested:

- The setback from the front property line should be a minimum of 30 inches.
- The distance between the sign and any portion of the building façade should be at least 30 inches.
- The base of the monument sign should not exceed 7 feet.
- The height of the monument sign as measured from grade should not exceed 6 feet.

To incorporate these standards in the UDO, Section 6.8.8.C.2 should be amended as follows (revisions are in *italic type*):

“2. LOCATION. No freestanding signs shall be located closer than ten (10) feet to a front property line, and shall be located as far as possible from any transition side property line.

Exception: For those commercial lots platted and developed before May 1, 2005, monument-style ground signs may be installed where no part of the sign face or sign base is within 30 inches of a front property line, and the sign and sign base are a minimum of 30 inches from the front building façade. In addition, no part of the sign face or sign base of such monument-style ground signs shall exceed 7 feet in width, and the sign height shall not exceed 6 feet. No monument signs may be located in the 20-foot by 20-foot vision triangle at the intersection of two public rights-of-way.

City Council approval is recommended.

B. Ordinance No. 2007.06—An Ordinance Concerning the Recommendation of the Zoning Board of Appeals With Regard to the Request of Sycamore Township for a Variance of Article 6.5.2.H.e of the Unified Development Ordinance of the City of Sycamore, Illinois. First and Second Reading.

The Sycamore Zoning Board of Appeals met on Tuesday, May 22, to consider a variance request from the Sycamore Township for relief from the rear yard setback requirement of 20 feet in an “M-1” Light Manufacturing zoning district. The property in question is the location of the Sycamore Township Highway Garage at 545 Brickville Road, and backs up to a corner of the Sycamore Industrial Park.

Tom Reynolds, the Sycamore Township Highway Commissioner, wishes to build a new 30' x 60' storage building for the Township's trucks and other equipment. In the limited yard area owned by the Township, the only remaining space that would not interfere with truck movements is behind the main building. The 30-foot depth of the planned building is the minimum to accommodate a large truck and plow. At such a depth, one building corner would encroach upon the 20-foot rear yard setback area.

The proximity of the proposed building corner to the adjacent industrial complex has been discussed with the neighboring propertyowner, Bob Boey. Mr. Boey has also met with Tom Reynolds at the location of the proposed building. Mr. Reynolds's intention to build a masonry wall on his side of the property line to provide additional fire separation satisfied Mr. Boey's concerns.

The Zoning Board considered the Township petition and voted unanimously (6-0) to recommend its approval by the Council. City Council approval of the Zoning Board recommendation is requested.

C. Ordinance No. 2007.07—An Ordinance Ascertaining the Prevailing Wages for Public Works in the City of Sycamore, Illinois. First and Second Reading.

By July 1 of each year 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 state statutory requirement.

City Council approval is recommended.

D. Ordinance No. 2007.08—An Ordinance Requesting the Permission of the Illinois Department of Transportation to Close Route 64 from Main Street to Sacramento Street from 6:00 A.M. Until 4:00 P.M. on July 29, 2007 to Allow for the "Turning Back Time" Car Show in the City of Sycamore, Illinois. First and Second Reading.

For the eighth consecutive year, the organizers of the "Turning Back Time" car show have requested the closing of Illinois Route 64 from Main Street to Sacramento Street from 6:00 a.m. to 4:00 p.m. on Sunday, July 29, for the annual car show, principally coordinated by Chuck Criswell of Chuck's Auto in Sycamore. As in previous years, the car show will feature a variety of vendors, antique cars, and some musical entertainment and should be well-attended.

City Council approval is recommended.

12. RESOLUTIONS

A. Resolution No. 493—Requesting a Permit from the Illinois Department of Transportation to Upgrade Two Existing Commercial Entrances at 1660 DeKalb Avenue (Illinois Rt. 23).

The construction of a new McDonald's facility at 1660 DeKalb Avenue will require some

adjustments to the two existing curb cuts on this state highway. IDOT's District 3 (Ottawa) requires a permit for the alterations. The attached resolution would formally request permission for the upgraded access driveways.

City Council approval is recommended.

B. Resolution No. 494—Approving an Allocation of \$10,000 to Assist the DeKalb County Regional Planning Commission in Carrying Out A Scientific Review of the Groundwater Status of DeKalb County.

At the last regular meeting of the DeKalb County Regional Planning Commission on May 24, the cities of Sycamore and DeKalb and the County of DeKalb raised the question: what are the next best steps for the county municipalities to take to assess the true condition of the county's water supply? This question had first been raised in informal discussion by the Sycamore city manager, the DeKalb city manager, and county administrator following the April referendum on the proposed Kishwaukee Valley Water Authority. The consensus that emerged from those discussions was that an exhaustive analysis of the Kishwaukee River watershed and its several aquifers in DeKalb County has not yet been undertaken, and that a wide public discussion of any scientific information that does exist has not occurred, in no small way because of the state-imposed "gag" on discussion by public officials during the referendum campaign. The top administrators of Sycamore, DeKalb and DeKalb County also agreed that the county-wide purview of the DeKalb County Regional Planning Commission and the original charter of that organization make it a reasonable forum for such discussion. It was subsequently proposed to the County planning commission that a "scope of work" be identified by a professional in the field of water analysis, which could lead to further discussion and possibly a groundwater study under the auspices of the regional planning commission.

It is uncertain what such a first step might cost. It is not likely to be a substantial consulting project, since it will involve researching all the available literature on the topic, plus proposing a scope of work for future research. According to the financial policies of Sycamore, DeKalb, and DeKalb County, the three administrators have the authority to spend up to \$10,000 for consulting work in the best interest of their respective boards, with their consent. The attached resolution is a companion to similar resolutions that will be proposed to the DeKalb city council and the county board in June. City Council approval is recommended.

Once the scope of work is identified, the subject will be brought back to the DeKalb County Regional Planning Commission for review and for support. It is assumed that each municipality will then commit resources to the broader research project.

C. Resolution No. 495—Designating Certain Funds in the City of Sycamore's Water Fund for Radium Removal Contingencies.

The Illinois Emergency Management Agency (IEMA) enforces provisions of the Illinois Administrative Code as they may relate to radioactive wastes. As water is pumped through the radium filtering systems which are being installed at three city wells it will leave some radioactive waste on the surface of the media (zeolite), and this media must be replaced by

qualified contractors periodically to maintain an effective filtering capability. Under the Illinois Code, the contractor is obligated to provide a level of financial assurance that they will properly conduct their operations to assure the safety of the general public. However, if the contractor—WRT Environmental—should default or otherwise fail to carry out their responsibilities it falls to the City to make sure that the zeolite media is properly removed. The City also shoulders a financial and legal responsibility to assure that if the filtering processes are no longer needed, the plants will be properly decommissioned. The decommissioning process involves the removal, dewatering and packaging of any contaminated zeolite media from the new city well facilities and would cost an estimated \$59,400 at each treatment site. Since Wells 6, 8 and 9 will have radium treatment facilities, the City is obligated to set aside \$178,200 for decommissioning expenses.

The City Manager recommends the establishment of a new line item in the Water Fund (Fund 2) to be known as “Reserve for Radium Removal Contingencies.” A budget amendment to implement this change will be presented to the Council at the next regular meeting. Passage of the attached resolution will formalize the City’s intention to provide the level of financial security required by IEMA and the Illinois Administrative Code and will expedite the City’s ability to bring the zeolite treatment equipment at Well #6 on line prior to the June 18 Council meeting.

City Council approval is recommended.

13. CONSIDERATIONS

A. Consideration of an Engineering Department Recommendation to Award the Contract for the California Street Reconstruction Project to Elliott & Wood, Inc. in the Amount of \$912,364.00.

On Friday, May 25, bids were opened for the California Street reconstruction project, which involves the replication of the downtown “streetscape” in the 100 block of S. California Street stretching from State Street to Elm Street. The following bids were received:

S. California Streetscape Project			
Company	Pre-Bid Mtg.	Bid Security	Amount of Bid
Stenstrom, Rockford, IL	X	\$25,000	\$1,148,369.65
Rockford Blacktop, Loves Park, IL	X	\$25,000	\$1,475,837.75
Elliott & Wood, DeKalb, IL	X	\$25,000	\$954,500.00
Fisher Excavating, Freeport, IL	X	\$25,000	\$912,364.00

Since the City’s Local Preference Policy applies, the lowest local responsible bidder (Elliott & Wood) had an opportunity to match the low bid submitted by Fisher Excavating of Freeport in the amount of \$912,364.00 and has agreed to do so. The funding for this project is found in the 2007 Bond Fund (Fund 29; Line Item 29-8634).

City Council approval is recommended.

B. Consideration of a Report from Baxter & Woodman Regarding the City's Water Storage Requirements.

On May 15, 2006 Carolyn Grieves and Ralph Tompkins of the engineering consulting firm Baxter & Woodman presented the results of a "water distribution model" they had created to register water flows and pressures at key points in Sycamore's public water system. Such a model identifies strengths and deficiencies within an existing system as well as the potential impact of new system demands. It is an early and necessary step in identifying options for the effective location of new storage and pumping facilities.

Based on the water model, Baxter & Woodman was hired to complete some follow-on analysis to provide background and recommendations for improvements to the current system through 2021. This report is now complete and will be circulated to the Council under separate cover, along with an executive summary. A particular focus of this report is the City's water storage requirements for the period 2007-2021.

The following assumptions are built into the study:

1. In the period 2007 to 2021, the Council will reduce rather than expand the future planning area for residential construction. For example, it is assumed that the "yellow" areas on the 2003 Land Use Map will likely be reduced to reflect current planning preferences and projected sewer line capacity. Practically speaking, this means that much of the projected residential development area northwest of the intersection of North Grove Road and IL Rt. 23 will remain in agricultural use. Please see the attachment titled "Draft Future Land Use Map" and compare it with the 2003 Future Land Use Map.
2. The platted and unbuilt lots in the City's northeast quadrant will remain regulated by one of several "pacing" ordinances put into effect since February of 2003. These regulations control the number of permits that may be issued by subdivision, and also the timing of the first permits as a new residential development begins.
3. The City will not attract commercial and industrial businesses to the Sycamore Prairie Business Park or the Thanks America subdivision that have extraordinary water consumption requirements which cannot be met by projected water supply capacity with six wells.
4. Based on the population projections associated with (1) and (2) above, and the trendline of occupancy levels we are tracking in new and existing housing, the population projection for 2021 is 29,694.
5. The rate of water use per household is 114 gallons per day per person.

Based on the foregoing assumptions and deeper analysis of pressure zones and flows throughout the current City limits and the projected City limits in 2021, a number of water system improvements would be required over the next fifteen years. It should be stressed that given the Community's preference for a "growth ring" to the north, the suggested improvements are assumed to be the final and ultimate improvements, barring any political move toward less regulated residential growth at some distant future time.

- The construction of an additional 1 million gallons of storage in an elevated tank on the former Engh farmstead near Heron Creek Drive with a proposed height of 175 feet. The overflow height of the new tank would be slightly higher than the existing

tank on Park Avenue, in order to raise pressure in some pockets in the southern half of town and to raise pressures toward the northeast City limits. It is estimated that such an elevated tank—along with improvements at the existing tank--would cost \$3.6 million if built within the next two years. This price includes the transmission main to IL Rt. 23.

- In place of a second elevated tank on Moose Range Road, a 1,000 gpm booster pumping station would be sufficient to maintain a pressure of 45 psi in the northeast part of the City. It is estimated that such a station would cost \$675,000 and would be necessary within the next five years.
- A new 1,300 gallon per minute deep well, preferably at the base of the new tower on the former Engh farmstead. Such a well would pump water into the northeast quadrant more effectively because of the lesser head pressure, and would also provide protection if the new water tower were to be pulled out of service. Whether a radium treatment facility would be necessary is speculative at this point. If it were, a high-end estimate would be \$4.7 million; if not, the cost would be significantly less. In either case the estimate should be substantially lower—perhaps by as much as \$1 million. Assuming the new well would be constructed on the Engh farmstead, a transmission main (included in the estimate) would already be in place. In addition, the City leases monitoring equipment that is included as a cost item in the consultant’s estimate. The cost estimate also includes the extension of a transmission main from IL Rt. 23 which would be in place to connect the new storage tower to the water system.

As the Council will notice in the exhibits to the report, all of the estimated project costs contain very healthy contingencies of 35%, which includes engineering. Allowing for a standard engineering cost of around 15%, these contingency amounts are still generous. The consultant prefers to add a substantial cushion for budgeting purposes in advance of the development of actual specifications and the results of actual bidding to show a “worst case” scenario.

Pending Council direction, the Baxter & Woodman report puts the City in a position to move ahead with the practical steps to define a scope of work and bid specifications for the new tower. Funding for the tower would come from the Water Fund reserve, estimated to be over \$5 million at fiscal year end on April 30, and the Water Impact Fee Fund reserve, estimated to be about \$2.2 million at fiscal year end. As more accurate estimates of cost are provided by Baxter & Woodman through the process of preparing construction documents, a Council review of the water impact fee assessed on new housing would be in order. The water and sewer impact fee were last revised in March 2006.

City Council direction is requested.

C. Consideration of an Administration Request for a Finance Committee Meeting to Review the FY2008 Community Development Grant Applications.

In the period May 7 through May 25, local agencies were invited to submit applications for the City’s FY2008 Community Development Grant Program. This program was instituted by the Council in the spring of 2007 to promote the goals of the City’s Community

Development Plan (see attached). Funding is determined on a year-to-year basis by the Council, and is found in the Mayor/Council budget (701-8399). As in FY07, the FY08 allocation is \$10,000.00. Copies of the program materials are attached for the Council's reference.

Because the City cannot fund all the requests it receives, the following general policies have been developed to guide applicants:

1. Grants are made only to nonprofit agencies operating in the City of Sycamore.
2. Grants are awarded primarily to organizations with a charitable 501 c(3) classification from the Internal Revenue Service.
3. Grants are made for one year at a time.
4. Grant applications must follow the published instructions and ten copies should be submitted. Each application should contain a brief history of the organization, a description of the project or purposes to be funded, and a proposed budget for the grant proceeds, preferably with supporting estimates.
5. The evaluation process may include a site visit or discussion with the City Manager as the agent of the Council Finance Committee prior to its deliberations.

The general goal of this program is to improve the quality of life in Sycamore by supporting needs that may not otherwise be met in the areas of Arts and Culture, Health and Human Services, and Economic Development.

Grants were received by the following agencies by the deadline on Friday, May 25:

- a) DeKalb County Economic Development Corporation.
Request: \$5,000 to create a competitive marketing campaign to attract industrial prospects to our area.
- b) Voluntary Action Center.
Request: \$10,000 plus an additional \$11,000 from other city capital sources to help fund the extension of the Green Line bus system to Sycamore.
- c) T.A.I.L.S.
Request: \$3,237.50 to partially fund their "HomeBuddies" program that provides pet companionship to persons in VAC's Meals on Wheels program.
- d) American Red Cross, DeKalb County Chapter.
Request: \$5,000 for emergency disaster assistance.
- e) DeKalb County Community Foundation.
Request: \$10,000 to help implement the agency's "Community Works" initiative, which will match any City grant dollar-for-dollar.
- f) DeKalb County Animal Shelter.
Request: \$5,000 for the agency's spay/neuter program.

Copies of the agency applications are attached for the Council's use. The City Manager recommends a referral to the Council's Finance Committee for further review on June 18.

14. **OTHER NEW BUSINESS**
15. **APPOINTMENTS**
16. **ADJOURNMENT**