

**SYCAMORE CITY COUNCIL**  
**AGENDA**  
**June 2, 2008**

**CITY COUNCIL COMMITTEE MEETINGS**

**No Meetings Are Scheduled**

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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 19, 2008.
  - B. Payment of the Bills for June 2, 2008.
- 7. PRESENTATION OF PETITIONS, COMMUNICATIONS, AND BILLS.**
  - A. Introduction of new Police Officer Dana Allen upon the completion of her field training.
  - B. Recognition of Sycamore School Music Programs on the occasion of the National Association of Music Merchants (NAMM) Foundation Award to Sycamore C.U.S.D. #427.
- 8. REPORTS OF OFFICERS**
- 9. REPORTS OF STANDING COMMITTEES**
- 10. PUBLIC HEARINGS--None**

**11. ORDINANCES**

**A. Ordinance No. 2008.07—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 is required by state statute to adopt the prevailing wage rate schedule for public works projects within the City's corporate limits. However, the Illinois Department of Labor will not be releasing the schedule that is customarily attached to the local ordinance as an exhibit until June 2. A copy of the schedule will be presented to the Council during the meeting.

City Council approval of the IDOL schedule will be recommended.

**B. Ordinance No. 2008.08—An Ordinance Approving a Grant of \$1,000 to the DeKalb County Community Foundation for Services to the Citizens of the City of Sycamore, Illinois. First and Second Reading.**

Over the past thirteen years, the City Council budget (701-8399) has historically funded a \$1,000 allocation to the DeKalb County Community Foundation to help defray organizational expenses. This grant and others from local taxing bodies and private contributors helps offset the operational liabilities of the foundation and in turn optimizes the funds available for helping county agencies and new initiatives in the general welfare. Among the Sycamore agencies or groups that have been served in recent years are Opportunity House, CASA, Sycamore Child Care, VAC, Discover Sycamore, the Sycamore Chamber, the Sycamore Historical Society, the Midwest Museum, and the Sycamore Firefighters Preservation Company.

City Council approval is recommended.

**C. Ordinance No. 2008.09—An Ordinance Approving a Grant of \$12,000 to the DeKalb County Economic Development Corporation for Services to Citizens of the City of Sycamore, Illinois. First and Second Reading.**

For nineteen years, the City Council budget (701-8399) has extended a grant to the DeKalb County Economic Development Corporation (DCEDC) to help defray organizational expenses. The grant has been accompanied by an organizational agreement (attached) setting out the reciprocal obligations of the City and DCEDC.

The proposed grant 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 a respected clearinghouse for development information. The City seats on the organization's executive committee and Board assure us of a more timely and thorough access to such information. The attached agreement 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.

**D. Ordinance No. 2008.10—An Ordinance Approving a Grant of \$17,000 to the Voluntary Action Center for Services to the Citizens of the City of Sycamore, Illinois. First and Second Reading.**

Ordinance 2008.10 pertains to the annual allocation for services rendered to the City of Sycamore by the Voluntary Action Center (VAC). Specifically, the grant helps defray organizational expenses associated with TransVAC, which provides about 17,000 trips per year for Sycamore residents; MedVac, which provides about 300-400 trips per year to regional hospitals and other care facilities; and the Meals on Wheels program which provides about 18,000 meals for senior citizens and disabled persons in Sycamore. Only about 12% of the TransVac services and 3% of the Meals on Wheels services are offset by the proposed grant. Other VAC funding sources include state and federal grants, foundation grants, private donations, and user fees.

City Council approval is recommended.

**E. Ordinance No. 2008.11—An Ordinance Approving a Grant of \$21,000 to the Voluntary Action Center to Support the Blue Line Flexible Bus Route Service in the City of Sycamore, Illinois. First and Second Reading.**

In July 2007 the City Council committed to long-term funding support for the “Blue Line” in the form of a local match for a larger state grant of about \$44,000 and local private donations totaling about \$15,000. The attached ordinance would sustain that commitment.

The Voluntary Action Center records indicate that since the Blue Line began operation in November 2007 the average daily ridership has reached 70 riders. Most riders are persons with disabilities and residents of the high-rise apartment building on Grant Street. Recently, some retired residents have used the service rather than their personal vehicles because of the high price of gasoline. VAC officials believe ridership will continue to grow now that the route and service are better known. In addition, City and VAC officials will discuss the possibility of special runs during event weekends. The Blue Line’s present hours of operation are Monday through Friday, 7:00 a.m. to 9:00 p.m.

City Council approval is recommended.

**F. Ordinance No. 2008.12—An Ordinance Granting \$12,900 in Tax Increment Financing (TIF) Funds to Jay Haka for the Replacement of the HVAC System at 321 Park Avenue in the City of Sycamore, Illinois. First and Second Reading.**

Jay Haka, owner of the property at 321 Park Avenue (Parcels 06-32-331-004 and 06-32-331-007) has applied for a TIF grant of \$12,900 to reimburse the cost of replacement of his property’s boiler and associated fuse-protected wiring.

**Background**

The Tax Increment Financing (TIF) Redevelopment Plan approved in August 2000 anticipated the expenditure of TIF funds for several broad purposes:

- The reduction or elimination of the conditions that qualified the area for TIF financing;

- Enhancement of the real estate tax base for the City and all other taxing districts;
- Encouragement of private investment and redevelopment within the project area;
- Improved public infrastructure to encourage further private investment.

The Plan more specifically anticipated both the allocation of TIF monies for the brownfield mitigation that has been occurring for many years on the former Harvestore site, and lesser grants for the several businesses that have generated the more substantial EAV growth both before and during the TIF project period. Examples of private improvements that have qualified for TIF grants include the façade improvements at Auto Meter in 2006 and the storm drain improvements along the frontage of Genoa Business Forms in 2003.

Jay Haka, owner of the property at 321 Park Avenue, has applied for grant assistance for the replacement of the boiler in his sprawling office and warehouse complex. The site is the former home of B&B Distributors and is presently the location of Star Exhibits, a millwork company. In recent years, in order to maintain the value and sound condition of his property, Mr. Haka has invested over \$36,000 in firewall repairs, the upgrading of two loading docks, overall tuckpointing, and roof repairs. A breakdown of these costs is attached. In 2008 Mr. Haka plans to invest another \$27,240 in parking lot replacement.

As the attached letter from Mike Weber of PGAV Consulting confirms, the spirit if not the letter of the state’s TIF statutes anticipates private investment that matches or exceeds any public TIF assistance, in order to maximize the impact of the grant funding. In the present case, this condition has easily been met in terms of the owner’s commitment to maintaining the market and assessed valuation of his property.

**Recommendation**

The focus of the Council and City staff in the City’s TIF District has long been the mitigation of environmental hazards at the south end of the block bounded by Edward Street to the south, Martin’s ditch to the west, Park Avenue to the east and Elm Street to the north. However, as this longstanding mitigation effort nears an end, the focus of the TIF district improvements will turn to assistance of the type outlined above, and to redevelopment in the block to the north. The ability of the TIF District to grow tax increment is principally based on rising EAV within the district, which is in turn based on the general condition of the properties therein. Mr. Haka’s request focuses on the basic HVAC system that serves his well-kept leasable industrial space. In truth, prior to the recent general assessment increase of 2007, this property was one of only a dozen or so parcels with increasing EAV in Sycamore’s TIF District. The grant request satisfies the parameters of state TIF legislation and the practice of TIF communities in Illinois.

City Council approval is recommended.

**G. Ordinance No. 2008.13—An Ordinance Amending Title 3, “Business and License Regulations,” Chapter 2, “Liquor Control,” Section 3-2-6, “Classification of Licenses: Fees, Hours and Days,” of the City Code of the City of Sycamore, Illinois. First and Second Reading.**

City Clerk Candy Smith, Police Chief Don Thomas, and Public Works Director Fred Busse have been working on streamlining the application process that attends special community

events involving alcoholic beverages. The purpose is to reduce confusion while providing further information about possible City departmental support that may be needed in the form of barricades, fencing, police security, clean-up, etc. A copy of the proposed form is attached.

In addition, the proposed ordinance revises the application fee and deposit for such events. Presently, a permit application costs \$100, but up to \$75 may be refundable if no unexpected city services are rendered by overtime personnel. The proposed ordinance establishes a flat \$25 application fee and a refundable deposit of \$200 to ensure stricter attention to expectations for a safe event and an orderly set-up and clean-up.

City Council approval is recommended.

**H. Ordinance No. 2008.14—An Ordinance Concerning the Recommendation of the Sycamore Zoning Board of Appeals With Regard to the Petition of Debra Byrd for a Variance from Article 3.2.4 of the Unified Development Ordinance of the City of Sycamore, Illinois. First and Second Reading.**

On Tuesday, May 27, the Sycamore Zoning Board of Appeals heard a variance request from Debra Byrd of 305 Edward Street. Mrs. Byrd was interested in building a two-car garage approximately 20 feet by 22 feet on her residential lot. However, like many lots in her 100-year old subdivision, Mrs. Byrd’s lot is non-conforming in width, depth, and overall area. It has a frontage of 52 feet and a depth of 80 feet. Additionally, the narrow width of the lot makes it difficult to locate a standard-sized two-car garage without violating the zoning standard that limits the area of accessory structures to 8% of the gross lot area, which in this instance would be 333 square feet.

The Zoning Board recognized that without a variance the petitioner could not enjoy the advantage shared by most homeowners, namely, off-street parking in an enclosed structure. The Board also found that the granting of the variance would not alter the essential character of the mixed commercial and residential neighborhood. In fact, the Board concluded that the removal of some on-street parking would somewhat improve the appearance of the immediate neighborhood. The Board voted 4-0 to limit the proposed garage size to the 440 square foot size that was requested.

City Council approval of the Zoning Board’s recommendation is requested.

**12. RESOLUTIONS**

**A. Resolution No. 502—Supporting a Groundwater Management and Planning Project for DeKalb County.**

The DeKalb County Regional Planning Commission has asked its constituent communities to register their support for the pursuit of a comprehensive groundwater resources management plan “provided that the means of funding this plan (will) be determined cooperatively by the communities participating in the Regional Planning Commission in advance of a final Request for Proposals . . .” The Council will recall that the RFP has been involved in investigating the County’s water supply since the proposed Kishwaukee Valley Water Authority was pressed by a McHenry County-based coalition in the late fall of 2006.

After County voters rejected the proposed KVWA referendum in April 2007, the RPC has continued discussion of the need for a better scientific understanding of the actual status of the County's water supply. In the fall of 2007 the City of Sycamore, City of DeKalb, County of DeKalb and Village of Malta joined together to fund a consultant agreement with Baxter & Woodman and Wittman Hydro Planning in an amount not to exceed \$30,000 to determine a scope of work for the development of a groundwater management plan for DeKalb County. In late January 2008 the consultants presented their preliminary report to the RPC. Their "deliverable" was then presented to the RPC in February and consisted of a menu of tasks or scope of work that could be used by the RPC to invite professional firms to do the actual groundwater investigations. A copy of that scope of work is attached to this agenda. Briefly put, the scope of work envisioned sophisticated groundwater computer modeling based on existing data and new data gleaned from 15 test holes drilled at deep well depth to help determine the locations and capacities of bedrock valleys. The consultants estimated that this work could cost as much as \$1.1 million.

The RPC took up potential funding sources for such an ambitious project in March and April. Aside from a possible referendum (about 0.03% above the County's present limiting rate) that would run for a prescribed number of years (presumably 2-4 years), no comparable sources of available capital were identified. The County Board is presently weighing the option of proceeding to a referendum in either November 2008 or April 2009 to ascertain the level of voter support for a more reliable understanding of the County's water supply.

The attached resolution does not commit the City to the support of a referendum. It would indicate that the City supports the efforts of the RPC to find the means to fund this plan through the cooperation of all communities participating in the Regional Planning Commission. In other words, it is resolution of support for more careful thought about how to fund an expensive investigation designed to tell us where we stand in terms of our future drinking water.

City Council direction is recommended.

**B. Resolution No. 503—Authorizing a Legal Services Agreement with the Law Firm of Foster & Buick.**

On May 19 the Council unanimously recommended the continuation of an agreement for municipal legal services with the Foster & Buick Law Group. The attached agreement has the following features:

- The term of the agreement is two years (September 1, 2008 through August 31, 2010).
- The firm's retainer would increase by 3.9% in year one (from \$5,100 per month to \$5,300 per month), and 3.8% in year two (from \$5,300 per month to \$5,500 per month).
- The firm's per hour rate for work which does not fall under the retainer (e.g. bond work, litigation, labor negotiations, and annexations) would increase from \$135.00 to \$140.00 in year one (3.7%) and would remain the same in year two.
- The essential duties and responsibilities of the firm would remain unchanged.

City Council approval is recommended.

**13. CONSIDERATIONS**

**A. Consideration of a Recommendation from the City Engineer Regarding Recent Bids for the Streetscape Improvements on S. Main Street and E. State Street.**

The bid opening for the 2008 streetscape projects in the 100 block of S. Main Street and the 100 block of E. State Street is Friday, May 30, at 10:00 a.m. The City Engineer will prepare a bid tabulation sheet for the Council's consideration at the regular meeting of June 2, and will offer a recommendation regarding the award of the contract.

**B. Re-consideration of a Framework for an Intergovernmental Agreement Between the City of Sycamore and the Sycamore Park District Regarding the Transfer of the Engh Farm.**

At the last regular City Council meeting of May 19, the Council voted 5-3 to support a framework for an intergovernmental agreement that had the following terms:

1. The City transfers the 4.02 acre Engh farmstead to the Sycamore Park District by warranty deed for \$1.00. In the process, both parties will bear the costs of their own attorneys and the Park District shall pay the costs of recording the deed from the city.
2. The Park District holds the City harmless for any costs, claims, etc. arising out of injury or damage relating to the Park portion of the Engh farmstead after the date of execution of the deed.
3. As landlord, the Park District will separately negotiate with the Sycamore Historical Society and Museum board regarding remodeling assistance, rent, and utilities for the two houses on site.
4. The Park District assumes the entire cost of any future connections to City utilities and for the driveway connection to Heron Creek Drive.
5. The Park District permits the City's continued and uninterrupted use of the machine shed until April 30, 2009.
6. The Park District will reimburse the City for the full cost of an identical 6,300 square foot prefabricated steel machine shed to be constructed in FY2010 (i.e. the summer of 2009) at the west end of the Public Works compound on N. Cross Street. The City will assume the cost of the concrete floor slab (approximately \$15,000) and electrical work. The Park District reimbursement can be stretched over 3 or 4 equal annual installments, but the first installment will be due on May 1, 2009. It is estimated that such a shed would cost about \$95,000 to \$100,000.

On May 27, the Park Board considered the City's framework and recommended a different approach to the funding of a replacement shed. The Board is willing to pay one-half of the replacement cost, up to \$50,000, no later than August 1, 2009, to help the City re-establish a valuable equipment storage space on North Cross Street. The Park Board also committed to a board retreat this summer to consider, among other topics, the need for a long-term capital plan to prioritize capital needs and to identify associated capital funding sources.

The City Manager supports the Park Board's compromise suggestion, and would encourage a Council member from the prevailing side of the May 19 vote to move to re-consider the

Council vote of May 19 along these lines. This recommendation assumes that both the Council and the Park Board are agreed on the need to move with dispatch to transfer the property. Both the Board and the Council have indicated that this intergovernmental understanding and a timely property transfer is in the best interest of the future tenant—the Sycamore Historical Society and Museum.

**C. Consideration of a Public Works Department Recommendation Regarding the Purchase of Small to Midsize Sports Utility Vehicles.**

Items C, D, E, and F may be taken separately or in omnibus fashion. These considerations pertain to bidding processes for new Public Works vehicles authorized in the FY09 City Budget. All of the bid openings will occur on Friday, May 30, at 1:00 p.m. and bid tabulations will be presented to the Council at the meeting of June 2.

Typically, the Public Works department purchases individual vehicles over the course of the fiscal year for its three divisions. However, Public Works Director Fred Busse has learned in the past month that (a) state purchasing prices will increase after June 16 and (b) a variety of hybrid vehicles with better fuel performance and of much interest to the City are so popular that their deliveries may be extended for up to 9 months, and their costs are exceeding those of more conventional vehicles. Consequently, he has packaged his department's FY09 requests for review while prices are within reach of budgetary allocations.

This consideration pertains to three small SUVs that would be used as follows:

- One would be used by the PW administration. Fred and Ebe presently “double up” for most administrative trips since their swing pickup is assigned to outside crews.
- One would be used by the Water division for reading meters, J.U.L.I.E. locates, and shut-off notice checks, which now represents a full-time equivalent position.
- One will replace an older SUV in the Building department. The linking of the Building department's vehicle with this package should result in some savings.

On June 2, Mr. Busse will present a bid sheet with bid pricing and a recommendation assigning the low bid costs to specific budget line items.

**D. Consideration of a Public Works Department Recommendation Regarding the Purchase of Two ¾ Ton Two-Wheel Drive Pickups.**

As Mr. Busse's background memorandum explains, one vehicle would serve the Treatment Plant division and would be an all-purpose pickup; the other would replace a 1987 ½ ton GMC pickup in the Street Division. Bid prices received on May 30 will be reviewed by Mr. Busse and summarized for the Council on June 2, with a recommendation.

**E. Consideration of a Public Works Department Recommendation Regarding the Purchase of a ¾ Ton 4x4 Pickup with Plow.**

This possible purchase involves a replacement for a 1997 ½ ton 4x4 Ford pickup in the Street Division. The truck will be used for plowing public parking lots in the colder months and for general hauling purposes year-round. Once again, the bids will be received on May 30 and presented to the Council by Mr. Busse on June 2.

**F. Consideration of a Public Works Department Recommendation Regarding the Purchase of a Single Axle Dump Truck Chassis.**

Mr. Busse has proposed the purchase of a large dump truck chassis to take advantage of lower pricing. The purchase of the dump body, hydraulics, plow, and spreader can be deferred for several weeks since their pricing is not as significantly affected by pending price increases. Bids for the truck chassis will be received on May 30 and Mr. Busse will have a bid summary and recommendation for the Council on June 2.

**14. OTHER NEW BUSINESS**

**15. APPOINTMENTS**

**16. ADJOURNMENT**