



City of SANDWICH, ILLINOIS

City Hall Annex · 128 East Railroad Street

Committee-of-the-Whole Council Meeting

June 6th, 2022 @ 7:00 PM

MINUTES

Mayor Latham called the meeting to order at 7:00 PM. Roll call was taken:

Present: Mayor Latham, Clerk Li, Aldermen Fritsch, Holcomb, Killey, Kreinbrink, Littlebrant, Robinson & Whitecotton

Quorum established

Also Present: Chief Bianchi & EMA Director Ciciora

Attorney Gottschalk arrived at 7:05 PM

Absent: Alderwoman Johnson & Building Official Steffens

Mayor Latham:

1. Sandwich Small Engine Club will be hosting the 51st annual club show June 24th & 25th, 2022. Representative Bud Forrer spoke on the upcoming show and parade to be held Saturday, June 24th, at 6:30 PM

2. Water Rate Study: EEI (Engineering Enterprises Inc) Senior Project Manager, Steve Dennison, explained that the proposed water rate study will mirror that was done on the sewer plant several months ago. Factors such as sustainability of existing wells, capacity to handle future growth, and strengthening of the distribution system will be investigated. For funding, it is more lucrative to combine projects noting the City is already on the IEPA loan list FY 2022-2023. Anticipated interest rate is 1.17% for a 20-year loan. Decisions can be made after bid openings in August.

3. City Administrator Job Position: Mayor addressed the Council if there were any additions or omissions to the proposed City Administrator's job duties. Mayor will create an updated draft of the proposed job duties and forward to Council for approval at next week's Regular Council Meeting.

4. Economic Development Incentive Application: The Mayor indicated there is interest for new business development in Sandwich that will look to the City for some sort of tax incentive, such as sales tax rebate, property tax rebate and tax increment financing. The worst thing for the City is not having an incentive application in place. An example of sales tax rebate would be Walgreen's. The application would list what the City would evaluate when considering any tax incentive. Attorney Gottschalk advised that the application form does not require Council approval; however, in the spirit of transparency, Mayor Latham indicated he would favor a Council vote.

5. Municipal Code Amendment – Division 7: Department Head Appointments: Ordinance 2022-08 entitled “An Ordinance Amending Chapter 2, “Administration”, Article III, “Officers and Employees”, Division 7 “Department Heads”, Section 2-275, “Appointment”, of the City of Sandwich Municipal Code was presented for first reading. Council favored a City Administrator appointment by the Mayor subject to Council approval for the term of the mayor. Additionally, Superintendent (Streets, Waste Water & Water) appointments would be a one-time appointment during the Mayor’s election term subject to Council approval.

6. Downtown Parking & Speed Limit: The Mayor feels during normal business hours, there is adequate available parking. Overflow parking becomes an issue when there are special events held in the business district. He proposes a 20 mph in the downtown area. Mayor Latham stressed the City is in need of secondary parking and asked each aldermen to focus on their respective Ward for suggestions.

7. Parkway Use & Engineering: Mayor Latham inspected some sites where residents have either paved or built up the parkway in front of their residence that now is causing drainage issues. Stressing the need for uniformity, he asked Council to inspect the streets and parkways in their Ward for possible parking and drainage issues.

8. Solicitor / Hawker License: This will be an ongoing topic as the Council continues to amend the original Hawker’s Ordinance 2010-09 and the Solicitor’s Ordinance 98-02, and as amended by Ordinance 2016-01. One area under the solicitor’s ordinance, for example, is how to address complaints.

9. Announcements: Correspondence received from Midwestern Concrete indicated that \$3,323.28 was remaining on the purchase of 5 acres of land on W. Hall Street. The money was intended for sidewalk replacement. According to an agreement, the question was raised if the property had been annexed into city limits prior to sale. The City’s lift station lies to the east of the property.

Foster, Buick, Conklin, Lundgren & Gottschalk Law Group: Attorney Gottschalk reported that she is working on annexation projects and reviewing the Hawkers Ordinance for revisions.

City Clerk li reported that she is working on templates for the food trucks and farmers market. No one has requested a permit to date.

City Treasurer: Colanne Schwemlein introduced herself and will be sworn in at next week’s meeting. Her appointment will include sitting on the City’s budget committee, participating in the annual audit, and familiarizing herself with the City’s financials.

City Department Reports:

EMA Director Ciciora: No report

Chief Bianchi updated Council on the progress of the public safety building construction. Additionally, he reported that 54 addresses were notified of noncompliance to property maintenance according to the City’s municipal code.

Engineering: Mayor Latham advised that the Latham Street continues to be delayed due to the permitting process. He further advised that Com Ed poles are still on back order, and that JULIE locations will be repeated due to expiring after 30 days.

Aldermen Reports:

Alderman Holcomb opened the floor for a continued discussion on proposed Ordinance 2022-07 allowing golf carts and side-by-sides on city roadways. After sharing concerns voiced by constituents and listing streets that would be prohibitive, Aldermen Fritsch, Killey, Kreinbrink and Littlebrant were not in favor. Mayor Latham indicated that he, too, was against passage of the Ordinance. The Ordinance will be present at next week's meeting for a formal vote.

Alderwoman Killey explained that the architectural drawings for the Opera House have been located and will aid in the roof restoration. Additionally, she reported that \$1,000 has been dedicated from the forestry fund for flower beautification in the business areas. Alderwoman Killey and Mayor Latham had met addressing maintenance of the downtown flowers. The Mayor will create a proposal to present at next week's meeting offering a sponsorship for the downtown businesses assist in watering and maintaining the flower displays.

Alderman Kreinbrink updated the proposed sidewalk app offered through DeKalb County and will have additional information next week.

Alderman Whitecotton volunteered to investigate safety measures for City Hall which would include alternative measures for entrance, such as a buzz-in system.

Announcements:

Mayor Latham advised that the following committees will be meeting on Thursday: Technology Improvement Committee at 6 PM; Historical Preservation Committee at 7 PM; and Citizens Advisory Committee at 8 PM.

Audience Comments: None

Adjournment: There being no further business to come before the Council, **motion made by Alderman Robinson and seconded by Alderman Littlebrant to adjourn the Committee-of-the-Whole council meeting at 8:35 PM. Motion carried unanimously on voice vote.**

/s/ Denise Li – City Clerk