



City of SANDWICH, ILLINOIS

City Hall Annex · 128 East Railroad Street

Committee-of-the-Whole Council Meeting

October 2nd, 2023 immediately following Regular Council Meeting

MINUTES

Mayor Latham called the meeting to order at 8:00 PM

Roll call was taken:

Present: Mayor Latham, Clerk li, Aldermen Arnett, Erickson, Fritsch, Kreinbrink, Johnson, Robinson & Whitecotton

Absent: Alderman Littlebrant

Quorum established

Also Present: Attorney Gottschalk, City Administrator Penman, EMA Director Ciciora, Police Chief Senne & Sergeant Eisenberg

Mayor Latham attended the opening of the Yorkville Office for Illinois Representative Jed Davis, and was able to attend the Flag Day Monument dedication in Batavia.. The monument is a tribute to Dr. Bernard Cigrand who was instrumental in creating a national Flag Day. The Mayor thanked everyone for assisting with the Taste of Sandwich that was held on Wednesday, September 27th.

Fox Valley YWMC (West Branch) will host a “Trick or Trunk” on Sunday, October 29th from 1-2 PM. Prizes will be given for costumes.

Foster, Buick, Conklin, Lundgren & Gottschalk Law Group: Attorney Gottschalk and Sergeant Eisenberg explained proposed changes to the Municipal Code under proposed Ordinance 2023-21. With the legalization of cannabis, the Municipal Code will need to be amended to that by the State. Other topics to be amended include animal control, removal of telecommunications, and damaging property including City property. Council discussed vagrancy provisions that had not been previously covered. Question was if vagrancy should be an offense, and how this handled by other communities; there are no official findings from the State of Illinois. Some Appellate District Courts have found that approving such an ordinance is cruel and unusual punishment. The police department has viewed vagrancy as a safety issue, not wanting anything to happen to someone sleeping in their vehicle or on a park bench, especially if impaired. Aurora is the nearest homeless shelter location. Also questioned was if mental health aspects would be addressed.

City Clerk li has received a request from Lisa Managers for a payout of 40 hours unused vacation hours and a rollover of 40 unused vacation hours. No action by the Council is required.

City Treasurer: Open Position

City Administrator Penman attended a retirement dinner for Paul Borek, Director of DeKalb County Economic Development Corporation.

City Department Reports:

EMA Tom Ciciora - No report

Chief Senne: No report

Engineering: No report

Aldermen Reports:

Alderman Arnett has received several phone calls regarding code enforcement letters on vehicles that are abandoned, unlicensed or non-operative. Over 60 letters were sent in the past week.

Alderwoman Erickson noted a patch of bad sidewalk during the craft fair that is near the main parking lot. The street supervisor has been alerted of the problem and had placed cones during the craft fair.

Alderwoman Johnson emailed aldermen for feedback on creating a personnel committee. She wants the staff to feel they have a voice and alleviate any miscommunication. Is there a liaison that a staff member can discuss matters? Alderman Robinson reminded everyone that the personnel committee was dissolved in the past years, and a staff member can discuss matters with any council member.

She also addressed the new lock system at City Hall and the inability of staff seeing who is on the outside trying to gain access. Alderwoman Johnson is impressed with Plano's buzz-in security locks, and was under the impression that is what was to be installed at City Hall. The buzz-in system is no longer being used by staff. City Administrator Penman will review use of the buzzer system.

Alderman Kreinbrink favored re-creating a personnel committee to be discussed at a future date. He questioned how the City is documenting inferior sidewalks needing attention and claims resulting from subsequent injuries. He would like to see the City create a service request system to document information that would include pot holes or water main breaks, for example, that would enable staff to track and trend where the problems are within the City. The City will investigate tracking software.

Alderman Robinson felt the Taste of Sandwich went well but suggested returning to later hours (5-7 PM) as in previous years. Excess hot dogs and buns were donated to Open Door. Other topics covered were IDOT removal of construction signs on Route 34, the Safe Route to School grant, installation of a sally port for the public safety building, and a utility hole needing barricades at the southwest corner of Main Street and Pleasant Avenue. Alderman Robinson also requested Executive Session for personnel under Section 2(c)(1).

New Business: Health insurance renewal was addressed during the Regular Meeting and removed from the COW agenda

a. Designation of Truck Route(s): Businesses that required truck routes and existing truck routes within the City were to be reviewed with the Chief's input. Curt Dettmann from EEI was included in the review process. There are some areas in town that signage advising against oversized trucks could be now be erected. Specific routes need to be determined to be listed in a proposed ordinance. Hall and Davis Streets seem to be the main point of contention at this time. 6th Street truck route is already posted. Attorney Gottschalk advised there is no ordinance listed in the Municipal Code that addresses truck routes nor enforcement. She will contact Curt to discuss State statute for enforceability. Weight limits, designated truck routes, and signage will be discussed further with Curt's assistance.

b. Continued Discussion on Ordinance 2023-20 entitled "An Ordinance Amending Chapter 86, "Utilities", Article II, "Water", Division 2, "Meters, Rates" Section 86-1 "Bills" of the Municipal Code of the City of Sandwich": Ordinance 2023-20 was presented for first reading. Water utility bills would no longer be put in the tenant's name but rather the landlord would be responsible for the quarterly payment. City Administrator recommended that the ordinance be implemented at the start of the new fiscal year on May 1, 2024, allowing enough notice to the landlords and tenants. He added there has been much negative feedback on the 20% late charge but appears to be working. City Clerk Li and Attorney Gottschalk discussed different scenarios in obtaining landlord information, including an application process and proof of ownership. Question was posed regarding a building with multiple meters, does the landlord get multiple invoices. Mayor recommended that staff review the proposed procedure for additional input on the implementation of the ordinance.

Alderman Kreinbrink said he and Alderman Arnett are in favor of having inspections of rental property to assure of life safety measures, property maintenance issues, and that buildings meet code. It would also be a means of advising landlords of expectations under the new ordinance. Rather than have an inspection by a building inspector, violations could be cited by the code enforcer, or inspections could be outsourced. Discussion will continue on the proposed ordinance at upcoming meetings.

c. Proposed Procurement Policy: This topic was discussed during the Regular Meeting of the same date, prior to the COW meeting.

d. Executive Session: **Motion made by Alderman Whitecotton to enter into Executive Session at 9:07 PM under 5 ILCS 120/2(c)(1) "The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the for the public body to determine its validity"; 5 ILCS 120/2(c)(5) "The purchase or lease of real property for the use of the public body"; and under 5 ILCS 120/2(C)(21) "Discussion of minutes of meetings lawfully closed under this Act, whether for purposes or approved by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06". Alderman Arnett seconded.**

**Aye: Aldermen Arnett, Erickson, Fritsch, Johnson, Kreinbrink, Robinson & Whitecotton
Nay:0 Motion carried 7:0**

Alderwoman Johnson moved to return to open session at 9:44 PM, and seconded by Alderwoman Erickson. Aye: Aldermen Arnett, Erickson, Fritsch, Johnson, Kreinbrink, Robinson & Whitecotton Nay:0 Motion passed unanimously

Announcements: Next meeting for the Finance Committee will be on Monday, October 16th, 2023, at 6:30 PM. The Regular Council meeting will meet at 7:00 PM on the same date immediately followed by the Committee-of-the-Whole meeting.

Audience Comments: Dr. Phyllis Wallington said a thank you to Officer Vega, who responded to her house twice regarding a neighbor issue, and Building Official Todd Steffens responding to a building issue.

Adjournment: There being no further business to come before the Council, **motion made by Alderman Robinson and seconded by Alderwoman Erickson to adjourn the Committee-of-the-Whole council meeting at 9:45 PM. Motion carried unanimously on voice vote.**

/s/ Denise Li – City Clerk