



City of SANDWICH, ILLINOIS

City Hall Annex · 128 East Railroad Street

Regular Council Meeting
February 28, 2022 @ 7:00 PM

MINUTES

In the absence of Mayor Latham, City Clerk Li called the meeting to order at 7:05 PM followed by the Pledge of Allegiance

Roll call was taken:

Present: City Clerk Li, Aldermen Fritsch, Holcomb, Johnson, Killey, Kreinbrink, Littlebrant & Whitecotton

Quorum established

Also present: City Treasurer Dell, Chief Bianchi & EMA Director Ciciora

City Attorney Gottschalk arrived at 7:07 PM

Absent: Mayor Latham, Alderman Robinson & Building Official Steffens

Mayor Pro Tem: Clerk Li requested a motion to appoint a Mayor Pro Tem for the remainder of the meeting.

Motion made by Alderman Holcomb to appoint Alderwoman Killey as Mayor Pro Tem. Motion was seconded by Alderman Littlebrant. Aye: Aldermen Fritsch, Holcomb, Johnson, Killey, Kreinbrink, Littlebrant & Whitecotton Nay:0 Motion carried 7:0

Audience Comments: None

Amended Agenda: Attorney Gottschalk advised that because proper notice was not given, the agenda could be amended but no action could be taken on the amended topics.

Motion made by Alderman Kreinbrink to amend the agenda to add Item “j” and Item “k” under the Mayor’s Report as

j. Motion to waive bids for audio visual equipment for the Council Chambers

k. Motion to approve AllenVisual Systems Inc. of Buffalo Grove, IL for audio visual equipment for the Sandwich Council Chambers for an amount not to exceed \$54,558.00.

Motion was seconded by Alderman Holcomb. Motion carried unanimously via voice vote

Consent Agenda: Motion made by Alderwoman Johnson and seconded by Alderman Littlebrant to adopt the Consent Agenda as presented. Aye: Aldermen Fritsch, Holcomb, Johnson, Killey, Kreinbrink, Littlebrant & Whitecotton Nay:0 Motion carried 7:0

- a. Approval of Regular Meeting Minutes of January 24, 2022 & February 14, 2022
- b. Approval of Committee-of-the-Whole Minutes of January 17, 2022; February 7 & 21, 2022
- c. Approval of Special Meeting Minutes of January 31, 2022
- d. Approval of January, 2022 Financials & Treasurers Report
- e. Approval of February bills totaling \$126,091.91

Mayor's Report

- a. Fund Balance / Net Assets Policy presented for Council approval. At the recommendation of Lauterbach & Amen, a "Fund Balance / Net Assets Policy" should be in place for future grant applications. The policy establishes a minimum end-of-the-year fund balance target for select funds. Attorney Gottschalk explained the policy will allow the Council to know unrestricted fund balances at any given time. Treasurer Dell asked if the policy would take effect immediately or the start of the new fiscal year on May 1, 2022 in order to be in compliance with the waste water treatment plant bonding. Alderman Kreinbrink, as Budget Chairman, felt the policy would not cause issues drafting the new budget FY 22-23. Because of the timing uncertainty and not everyone having the final draft, Council chose to pass on this topic until next week for further clarification.
- b. City of Sandwich Liquor Ordinance 2022-02 entitled "An Ordinance Amending Chapter 6 "Alcoholic Beverages", Article II, "Licenses", Section 6-47, "Classes", and Section 6-55 "Fees; Terms" of the City of Sandwich Municipal Code" presented for first reading. Council reserves right to waive first reading. Clerk Li objected to waiving the first reading because of the proposed Class M liquor license for a brewery. The Ordinance listed a fee of \$750.00 / annually but she said the Council had not discussed a licensing fee. She also understood that a Class L liquor license would increase from \$1.00 / annually to \$10.00/ annually. Attorney Gottschalk explained that the licensing fee was an average of neighboring towns for a similar license. It was also discovered that she had received the wrong Ordinance copy for review.

Alderswoman Johnson moved to waive first reading of Ordinance 2022-02 as presented. Alderman Littlebrant seconded. Aye: Alderman Kreinbrink Nay: Aldermen Fritsch, Holcomb, Johnson, Killey, Kreinbrink, Littlebrant & Whitecotton Motion failed 1:6

After discussion, Council was in agreement to have this matter deferred to a Special Meeting to be held on Monday, March 7th, for Council approval.

- c. City of Sandwich Gaming Ordinance 2022-01 entitled "An Ordinance Amending Chapter 22 "Businesses" by Adding a New Article VI. "Video Gaming", of the City of Sandwich Municipal Code". Document presented for first reading. Council reserves right to waive first reading. Clerk Li confessed she was confused by the "progressive" option for video gaming licensing. Some aldermen shared the confusion. Clerk Li said she would prefer a flat rate. Council felt video gaming receipts were not considered a revenue generating source for the City. A \$75.00 terminal fee was suggested year 2022-2023.

Motion made by Alderman Littlebrant to waive first reading of Ordinance 2022-01 as presented. Alderman Kreinbrink seconded. Aye:0 Nay: Aldermen Fritsch, Holcomb, Johnson, Killey, Kreinbrink, Littlebrant & Whitecotton Motion failed 0:7

After discussion, Council was in agreement to have this matter deferred to a Special Meeting to be held on Monday, March 7th, for Council approval.

- d. City of Sandwich Amend Coin-Operated Devices Ordinance 2022-03 entitled “An Ordinance Amending Chapter 10 “Amusements and Entertainments”, Article V, “Coin-Operated Amusement Devices”, Section 10-88, “Annual License Fee”, of the City of Sandwich Municipal Code” presented for first reading. Council reserves the right to waive first reading. Attorney Gottschalk advised that this Ordinance could not be approved without the passage of Ordinance 2022-01 as there was a reference to the earlier Ordinance within the contents.

Alderman Littlebrant made a motion to waive first reading of Ordinance 2022-03. Motion was seconded by Alderman Holcomb. Aye:0 Nay: Aldermen Fritsch, Holcomb, Johnson, Killey, Kreinbrink, Littlebrant &Whitcotton Motion failed 0:7

After discussion, Council was in agreement to have this matter deferred to a Special Meeting to be held on Monday, March 7th, for Council approval.

- e. Newkirk & Associates Audit Service Agreement: Motion to approve the proposal from Newkirk & Associates for professional auditing services FY22 - \$26,400; FY23 - \$27,400: and FY 24 - \$28,400 totaling \$82,200.00.

So moved by Alderman Kreinbrink, and seconded by Alderman Littlebrant. Aye: Aldermen Fritsch, Holcomb, Johnson, Killey, Kreinbrink, Littlebrant & Whitcotton Nay:0 Motion carried 7:0

- f. Lauterbach & Amen Accounting Assistance: Motion approving accounting services FY 23 in the amount of \$54,720.00.

Motion made by Alderwoman Johnson. Seconded by Alderman Kreinbrink. Aye: Aldermen Fritsch, Holcomb, Johnson, Killey, Kreinbrink, Littlebrant & Whitcotton Nay:0 Motion carried unanimously

- g. AID Software Purchase: Motion approving the purchase of software for systems upgrade necessary to run newly purchased hardware for the City’s datacenter in the amount of \$6,790.00.

Alderman Holcomb moved to approve AID software purchase as presented. Alderman Littlebrant seconded. Aye: Aldermen Fritsch, Holcomb, Johnson, Killey, Kreinbrink, Littlebrant & Whitcotton Nay:0 Motion carried 7:0

- h. Motion to approve interest payment of \$9,537.50 payable to First Midwest Bank on 2013 Bond Account #73-9008-01-9. Payment will be drawn from budget line #300.0000.95.6910

So moved by Alderwoman Johnson. Motion was seconded by Alderman Whitcotton. Aye: Aldermen Fritsch, Holcomb, Johnson, Killey, Kreinbrink, Littlebrant & Whitcotton Nay:0 Motion carried unanimously

- i. Motion to approve the 6th contract installment payment to Harbor Contractors in the amount of \$115,726.19 drawn from budget line item #010.0107.90.6800.

Motion made by Alderwoman Johnson, and seconded by Alderman Littlebrant approving the 6th contract installment payment to Harbour Construction in the amount of \$115,726.19. Aye: Aldermen Fritsch, Holcomb, Johnson, Killey, Kreinbrink, Littlebrant & Whitecotton Nay:0 Motion carried 7:0

- j. Motion to waive bids for Audio Visual Equipment for the Council chambers. Council passed; no action taken.
- k. Motion to approve AllenVisual Systems Inc., of Buffalo Grove Illinois for Audio Visual Equipment for the Sandwich Council chambers for an amount not to exceed \$54,558.00. No action taken. (Proposal explanation under Alderman Kreinbrink's report).

Foster, Buick, Conklin, Lundgren & Gottschalk Law Group: Attorney Gottschalk reported that she is working on projects that included an annexation, an ethics investigation, the Griswold Springs Road right-of-way for Scooter's, and the need to review and recommend the increase City's fees, in particular the \$25.00 excavation permit.

City Clerk Li distributed General Ledger expense history reports for the police commission and administrative miscellaneous expenses. Both had been questioned at the retreat held on Saturday, February 26th.

City Treasurer Dell reported on insurance for the solar field at the sewer plant. The City, as lessor for the ground, is not responsible for insurance. Insurance costs will be the lessee's (emergency company) obligation.

City Department Reports:

EMA Director Ciciora: No report

Chief Bianchi: No report

Engineering: No report

Aldermen Reports:

Alderman Holcomb has received complaints about the property on Center Street that was a recent fire site and if there is any liability on the City's part. Delayed insurance issues may be the cause for delay in securing the safety of the property. Property owner will be contacted for insurance updates.

Alderman Kreinbrink explained that the approval to participate with Little Rock Township and Kendall County in an IGA (intergovernmental agreement) for roads repairs on Griswold Springs and Sandy Bluff Roads has been delayed to next year. The Township and County have decided to postpone the project until next year.

Alderman Kreinbrink detailed the AllenVisual proposal for the Council Chambers at a cost not to exceed \$54,558.00. The proposal included sound system upgrades including ceiling speakers, feeds to audio equipment, and replacement of existing analog mixer. The proposal also includes installation of two 75" display mounts for part of a video system. A camera system for web conferencing and streaming is included in the proposal. This matter will be present for Council vote at the Special Meeting of March 7th.

Announcements: Next Finance Committee Meeting will be held on Monday, March 7th at 6:30 PM prior to the Special Meeting.

A Special Meeting will be held on Monday, March 7th at 7:00 PM. The Committee-of-the-Whole meeting will follow immediately after the Special Meeting.

Adjournment: There being no further business to come before the Council, **motion made by Alderman Holcomb and seconded by Alderwoman Johnson to adjourn the Regular Council meeting at 8:20 PM. Motion carried unanimously via viva voce vote.**

/s/ Denise Li, City Clerk