



City of SANDWICH, ILLINOIS

City Hall Annex · 128 East Railroad Street

Regular Council Meeting
December 4th, 2023 @ 7:00 PM

MINUTES

Mayor Latham called the meeting to order at 7:00 PM followed by the Pledge of Allegiance led by former Sandwich Township Supervisor, Norm Troeger

Roll call was taken:

Present: Mayor Latham, City Clerk Ii, Aldermen Arnett, Erickson, Fritsch, Johnson, Kreinbrink, Littlebrant, Robinson & Whitecotton

Quorum established

Also present: City Attorney Gottschalk, City Administrator Penman, Police Chief Senne & City Engineer Dettmann (EEI)

Audience Comments: Resident, Deb Peterson, explained of an upcoming Illinois State Summit on January 26-27, 2024 at Fox Lutheran Church in Sheridan. The summit will also host training programs geared toward ending child exploitation and trafficking.

Truth-in-Taxation Public Hearing on the 2023 Tax Levy was called to order at 7:04 PM by Mayor Latham. Council members were introduced. Mayor Latham explained the proposed \$1,790,500.00 tax levy reflecting a 7.40% increase from 2022. There were no public nor aldermanic comments. Mayor Latham closed the public hearing at 7:09 PM.

Consent Agenda:

- a. Approval of Regular & COW Meeting minutes of November 20th, 2023
- b. Approval of Committee-of-the-Whole minutes of November 6th 2023

Alderman Johnson moved to accept the Consent Agenda as presented. Alderman Erickson seconded. Motion passed unanimously on voice vote

Mayor's Report:

a. EMA Appointment: Mayor Latham swore in newly appointed EMA Director, Tony Eberle. He will be replacing Tom Ciora who passed away on November 18th.

b. Proclamation Honoring Roberta Troeger: Mayor Latham presented Roberta Troeger with a Proclamation of Appreciation, Sandwich Park District Commissioner who has served as an employee and later as an elected official since 1966. She recently received an award from the Illinois Association of Park Districts (IAPD) for her service, dedication and commitment spanning 55 years.

Foster, Buick, Conklin, Lundgren & Gottschalk Law Group: No report

City Clerk li: Prior to the meeting, an updated FOIA registry and November's Revenue Report were distributed to the Council for review.

City Treasurer: Vacancy

City Administrator Penman thanked Roberta Troeger, who was on the Park District Board when he was hired as director, for her contributions through the years that was much appreciated.

City Department Reports:

EMA Director Eberle thanked the Mayor and Council for the opportunity to serve as director. On Saturday, December 2nd, the EMA volunteered 12-man hours for the annual Christmas tree lighting. As reminder, the warning sirens will be tested on Tuesday at 10 AM.

Police Chief Senne reminded Council that Tuesday the police department will be hosting a Christmas event at the station. Tables have been completed for the training room. A letter of appreciation was read involving a November 12th gunshot wound and involved Sergeant Marcellus, Sergeant Eisenberg, Detective Michaels, and Officers Fasnacht, Rominski, Meisner and Vega. Chief Senne extended congratulations as a job well done. Other items reported, included:

- Electronic printers will be installed in four squad cars allowing traffic citations to be submitted electronically to DeKalb and Kendall Counties
- Ballistic shields will be tested that will be installed in squad cars next year
- Officers Hegland and Beatty will be graduating on Thursday, December 7th, from Police Academy, and will be starting field training on December 8th
- Applications are still being accepted for lateral and entry level officers until December 16th
- Grant opportunities are becoming available for tasers and shields
- Working on 2024 goals and to revamp the mission statement for the police department
- Chief Senne has met with Safe Passage who had indicated a desire to partner with the police department concentrating on domestic issues and sexual assault
- Chief Senne extended an overall appreciation for the police department with staffing issues noting that Officer Fasnacht has filled a void in the evening shift

Engineering: Curt Dettmann (EEI) provided updates on the following projects:

- Route 34 signals are complete
- Latham Street project: Relocation of utilities continue with construction on the roadway to commence in the spring
- Pratt Road bridge design: A right-of-way does not exist for the bridge itself. Additional costs are being investigated to create a Plat of Dedication
- Main Street is a grant project. A preliminary hearing is being decided with a June, 2025 letting of bids

Council Reports: Alderman Arnett reported that the leaf collection was extended and will end on Friday, December 8th.

Old Business: No motion was made to remove the adoption of the Procurement Policy from the table. Alderman Kreinbrink explained the current review status of the policy by the Finance

Committee that will be forwarded to the Council prior to the December 18th vote. There are three components of the policy: (1) authority to purchase, (2) purchasing process, and (3) competitive bidding. In speaking with the City Attorney and staff, the concerned issue is the authority to purchase by placing a threshold on spending power that would include Administrator approval, Mayor approval, and Council approval. A Special Finance Committee meeting will be held next Monday at 4:30 PM. The purchasing process is an internal or operational process involving the creation of a purchase order; Council permission will be desired for the bidding process.

New Business:

- a. Ordinance 2023-24 entitled “Annual Tax Levy Ordinance” presented for passage.

So moved By Alderman Kreinbrink, and seconded by Alderman Littlebrant. Aye: Aldermen Arnett, Erickson, Fritsch, Johnson, Kreinbrink, Littlebrant, Robinson & Whitecotton Nay:0 Motion carried unanimously

- b. Ordinance 2023-23 entitled “Ordinance Abating the Tax Heretofore Levied for 2023 to Pay the Debt Service on a Portion (Not to Exceed) of \$3,500,000 General Obligation Bonds (Alternate Revenue Source) of the City of Sandwich, DeKalb and Kendall Counties, IL” presented for passage.

Motion made by Alderwoman Johnson. Motion was seconded by Alderman Whitecotton. Aye: Aldermen Arnett, Erickson, Fritsch, Johnson, Kreinbrink, Littlebrant, Robinson & Whitecotton Nay:0 Motion carried 8:0

- c. Engineering Enterprises Inc (EEI) Professional Services Agreement: The Agreement is to develop an ADA Transition Plan not to exceed \$29,826.00. The ADA Transition & Self Evaluation Plan is required by Title II of the Americans with Disabilities Act that will focus on sidewalk curb ramps.

So moved by Alderman Littlebrant. Seconded by Alderwoman Erickson. Aye: Aldermen Arnett, Erickson, Fritsch, Johnson, Kreinbrink, Littlebrant, Robinson & Whitecotton Nay:0 Motion carried unanimously

- d. Resolution 23-11 entitled “Resolution Authorizing the Amendment of Section Five of the City of Sandwich Personnel Policy”. Attorney Gottschalk explained that as long as the City offers leave to staff, the City does not have to comply with the Illinois Paid Leave for All Workers Act.

Motion made by Alderwoman Johnson, and seconded by Alderman Arnett. Aye: Aldermen Arnett, Erickson, Fritsch, Johnson, Kreinbrink, Littlebrant, Robinson & Whitecotton Nay:0 Motion carried 8:0

- e. Ordinance 2023-25 entitled “An Ordinance Regarding the Illinois Paid Leave for All Workers Act for the City of Sandwich, Illinois” presented for passage.

Alderman Littlebrant moved to accept Ordinance 2023-25 as presented. Motion was seconded by Alderman Whitecotton. Aye: Aldermen Arnett, Erickson, Fritsch, Johnson, Kreinbrink, Littlebrant, Robinson & Whitecotton Nay:0 Motion carried 8:0

f. Executive Session under 5 ILCS 120/Section 2(c)(5) "The purchase or lease of real property for the use of the public body".

Alderman Johnson moved to go into closed session at 7:37 PM. Motion was seconded by Alderman Erickson. Aye: Aldermen Arnett, Erickson, Fritsch, Johnson, Kreinbrink, Littlebrant, Robinson & Whitecotton Nay:0 Motion carried unanimously

Motion made by Alderman Erickson to return to open session at 7:54 PM. Alderman Littlebrant seconded. Aye: Aldermen Arnett, Erickson, Fritsch, Johnson, Kreinbrink, Littlebrant, Robinson & Whitecotton Nay:0 Motion carried 8:0

Announcements:

- a. A Special Finance Committee Meeting is scheduled for December 11th, at 4:30 PM
- b. The next Finance Committee Meeting is Monday, December 18th, 2023 at 6:30 PM.
- c. The next Regular Council Meeting is December 18th, 2023 at 7:00 PM immediately followed by the Committee-of-the-Whole Meeting.

Adjournment: There being no further business to come before the Council, motion made by Alderman Johnson and seconded by Alderman Robinson to adjourn the Regular Council meeting at 7:56 PM. Motion carried unanimously via viva voce vote.

/s/ Denise Li, City Clerk