



City of
SANDWICH, ILLINOIS

City Hall • 144 E. Railroad Street
815-786-9321

Regular City Council Meeting 12/18/2023

Call to Order at 7:00 pm

Pledge of Allegiance by _____ **Mayor Latham** _____

Roll Call

ROLL CALL	Present	Absent
Alderman Arnett	X	
Alderman Erickson	X	
Alderman Fritsch	X	
Alderman Johnson	X	
Alderman Kreinbrink	X	
Alderman Littlebrant	X	
Alderman Robinson	X	
Alderman Whitecotton	X	

Audience Comments: None

Consent Agenda: Motion to adopt the Consent Agenda as a whole. *(All matters listed are considered to be routine by the City Council and will be enacted by one motion. If discussion is desired, that item will be removed from the Consent Agenda and considered separately).*

Approval of Minutes December 4, 2023 Regular Minutes
Approval of Minutes December 4, 2023 Committee of the Whole
Treasurers Report & November Financial Report

CONSENT AGENDA (Voice Vote)	Motion	2 nd	Aye	Nay
Alderman Arnett			X	
Alderman Erickson		X	X	
Alderman Fritsch			X	
Alderman Johnson	X		X	
Alderman Kreinbrink			X	
Alderman Littlebrant			X	
Alderman Robinson			X	
Alderman Whitecotton			X	

- MAYOR'S REPORT
- Attorney Report

- Attorney Gottschalk spoke about abandoned property that was authorized at the December 4 City Council Meeting. The title work is progressing and anticipates sending out 15-day notices later this week.
- Attorney Gottschalk passed out a resolution to the Council that can be considered at a future meeting as to the future of the Treasurer position. The resolution would place the question on the ballot to be considered by city residents to eliminate the Treasurer position and possibly incorporate it into an appointed position.
 - If it was to be on the March 19th ballot a special meeting would need to be held to approve it prior to December 31st.
 - Council will consider the resolution and intend to have the question on the ballot for the November 2024 election.
- Clerk's Report – Absent – It was mentioned that Denise is busy preparing for the end of the year.
- Treasurers Report – Vacant
Mayor Latham quickly went over the treasurers report as provided and provided insight into the City's financial position.
- City Administrator's Report
 - Penman mentioned the upcoming Board of review dates for three local businesses that have filed for tax appeals. FNBO – Sandwich State Bank, Old National Bank and Walgreens Penman is working with our community partners to order new appraisals for FNBO & Old National Bank. Initial discussions with the county have indicated that hopefully the Walgreens appraisal that was completed a year ago should suffice for Walgreens.
 - A copy of the Roof Assessment Report for Opera House from Renaissance was provided to each council member for discussion at a future meeting
 - Penman commented on the beginning steps of implementation of the Webpage and the implementation of the Muni-code meetings module. The target date for a new webpage is the end of April.
 - Intention is to advertise the Economic Development & tourism position after the first of the year.
 - The Code Enforcement officer resigned last week. Administrator is getting materials together to advertise for it soon.
 - The mayor was notified this morning that the city is a recipient of a \$40,000 grant to conduct a survey to assist with the identification of Lead Service Lines – The grant was written with the assistance of Steve at EEI.
 - Penman mentioned that at the Police Commission Meeting the commission will be bringing proposed changes to the guidelines

City Department's Reports:

EMA – Tony Eberle introduced Tim Keierleber as his newly appointed Assistant Director for Sandwich EMA.

Police – Chief Kevin Senne

Chief introduced the City's two newest officers Edward Heglund and Nevada Beatty who graduated from the Police Academy recently. They both have started week two of their field training.

Application process ended on December 15th. It is now closed 15 entry level applications and 4 lateral applicants.

Chief passed out written report to Council that detailed community engagements, and activity report. He reminded everyone of the activity dashboard that is available on the Police Department webpage.

Worked cooperatively with the Fire Department to get officers trained in CPR.
 All Officers are currently compliant with the Illinois State Training Standards board.

Looking into acquiring AED's for squad cards

Sent letter to eligible internal candidates for the position of Sergeants. Currently there is no one on that list and it needs to be repopulated.

12 cases went to adjudication in November with varying results.

Calls for service for November - 1,095. As of December 1, the Department has responded to 11,027 calls for service.

Aldermen Reports

- Alderman Arnett
 - Spoke about possible architect he has proposal for two different firms for work that needs to be completed on the Street department building.
- Alderwoman Karsta Erickson
- Alderman Bill Fritsch
 - Mentioned need for possible plumbing repairs that may be needed at the Opera House.
- Alderwoman Rebecca Johnson

Asked about ability to broadcast meetings on Youtube. Penman acknowledged that it is on his list.
- Alderman Fred Kreinbrink

Has spoken with Wes Levy to begin budgeting process in mid-January. Discussed budget process.
- Alderman Bill Littlebrant

nothing
- Alderman Rich Robinson

Would like to add to the executive session for this evening for Collective bargaining and personnel.
- Alderman Rick Whitecotton

Nothing

Old Business

- a. Discussion and possible action to adopt the City of Sandwich Procurement Policy. **Need motion to remove from the table.**

Motion to remove Purchasing policy from table for discussion

	Motion	2 nd	Aye	Nay
Alderman Arnett			X	
Alderwoman Erickson			X	
Alderman Fritsch			X	
Alderwoman Johnson		X	X	
Alderman Kreinbrink	X		X	
Alderman Littlebrant			X	

Alderman Robinson			X	
Alderman Whitecotton			X	

Motion to approve City of Sandwich Purchasing policy as presented

Alderman Robinson expressed concern about a flow chart that was in a previous version. Alderman Kreinbrink addressed it and confirmed that it was not included in this version.

	Motion	2nd	Roll Call	No
Alderman Arnett			X	
Alderwoman Erickson		X	X	
Alderman Fritsch			X	
Alderwoman Johnson	X		X	
Alderman Kreinbrink			X	
Alderman Littlebrant			X	
Alderman Robinson			X	
Alderman Whitecotton			X	

NEW BUSINESS

A. Approval of December bills in the amount of \$ 1,159,208.16 (total amount of 12/4/2023 meeting invoices \$116,331.20 and December 18th invoices of \$1,042,876.96) **Roll Call Vote**

Motion to approve December bills totaling \$1,159,208.16.

	Motion	2nd	Roll Call	Consent
Alderman Arnett			X	
Alderwoman Erickson		X	X	
Alderman Fritsch			X	
Alderwoman Johnson	X		X	
Alderman Kreinbrink			X	
Alderman Littlebrant			X	
Alderman Robinson			O	NO
Alderman Whitecotton			X	

B. Executive Session

Motion to enter into executive session under Section 2(c) (5) for land acquisition and Section 2(c)(2) for Collective Bargaining and 2(c) (1) for personnel Time 7:34 pm

	Motion	2nd	Yea	Nay
Alderman Arnett			X	
Alderwoman Erickson	X		X	
Alderman Fritsch			X	
Alderman Johnson			X	
Alderman Kreinbrink			X	
Alderman Littlebrant		X	X	
Alderman Robinson			X	
Alderman Whitecotton			X	

Motion to return from executive session

Time 7:56 pm

	Motion	2 nd	Yea	Nay
Alderman Arnett			X	
Alderwoman Erickson		X	X	
Alderman Fritsch			X	
Alderman Johnson			X	
Alderman Kreinbrink			X	
Alderman Littlebrant	X			Not present
Alderman Robinson			X	
Alderman Whitecotton			X	

- C. Authorize the mayor to enter into an agreement with Tom Frieders for 1.4 acres of vacant property at 1050 E. Church Street at a cost of \$106,000 plus typical closing costs.

Roll Call Vote	Motion	2 nd	Yea	Nay
Alderman Arnett			X	
Alderwoman Erickson		X	X	
Alderman Fritsch			X	
Alderman Johnson	X		X	
Alderman Kreinbrink			X	
Alderman Littlebrant			X	
Alderman Robinson			X	
Alderman Whitecotton			X	

Motion passed 8-0

Announcements: The next Finance Committee Meeting will be held on Tuesday, January 2nd, 2024, at 6:30 PM followed by the Regular Meeting at 7:00 PM. The Committee-of-the-Whole meeting will immediately follow the Regular Meeting on January 2nd, 2024

Adjournment:

Motion to adjourn

BY Voice Vote	Motion	2 nd	Aye	Nay
Alderman Arnett			X	
Alderwoman Erickson	X		X	
Alderman Fritsch			X	
Alderman Johnson			X	
Alderman Kreinbrink			X	
Alderman Littlebrant		X	X	
Alderman Robinson			X	
Alderman Whitecotton			X	

Motion passed 8-0 meeting concluded at 8:04 pm.

/s/ Geoff Penman, City Administrator &
Deputy City Clerk