



# City of SANDWICH, ILLINOIS

City Hall Annex · 128 East Railroad Street

## Special Meeting

Saturday, February 26<sup>th</sup>, 2022 @ 7:00 PM

## RETREAT MINUTES

Mayor Latham called the Retreat Meeting to order at 8:00 AM

Roll call was taken:

**Present:** Mayor Latham, City Clerk li, Aldermen Fritsch, Holcomb, Johnson, Killey, Kreinbrink, & Whitecotton

Absent: Aldermen Littlebrant & Robinson

**Also present:** City Treasurer Dell, Chief Bianchi, EMA Director Ciciora, Street Superintendent Horan, Water Superintendent Voelkel & Sewer Plant Superintendent Eade

**Public Comment:** None

**Unfinished Business:** None

### **New Business – Department Supervisor Report**

Sean Horan (Street) – Provided a narrative report (see attached) on current and future goals FY 2022

Brad Eade (Sewer) – Provided brief biography on himself. He has been in the position for five days. In his narrative, he explained the sewer plant operation and noted problems for the collection system that included sewer line and manhole inspections and implementing a jetting program (see attached)

Brian Voelkel (Water) – Provided a narrative report (see attached) on current and future goals FY 2022

Chief Bianchi (Police) – He had distributed an annual report FY 2020-2021 that was presented to the Council prior to the retreat. He spoke of staffing issues, briefly on the FOP contract, and budgeted purchases. It was suggested to have Mike Nelson as a code enforcer since he was also in charge of the adjudication process. Chief also spoke on the ongoing construction of the public safety building noting costs are underbudget.

**New Business – Discussion Items:** Handouts were provided including photos, graphs and spreadsheets. Because of time constraints, Mayor Latham highlighted discussion topics specifying goals to be discussed at a later date:

1. Council
  - a. Council Training: OMA (Open Meetings Act), Sexual Harassment
  - b. Council Members Ethics and Conduct (IL Ethics Act)
  - c. Council Chamber Sound System, Broadcast of Council Meetings
  - d. Economic Interest Statements
  
2. Planning
  - a. Facility Inventory
  - b. 30-year Master Plan
  - c. 2020 Strategic Plan
  - d. CMAP City Data
  - e. Downtown Parking
  - f. Sidewalks
  - g. Short Term / Long Term Goals
  - h. Repairs & Maintenance Plan
  - i. Zoning Map / City Boundaries
  - j. Extension & Creation of Future Streets
  
3. Technology
  - a. City's Website
  - b. Social Media
  - c. Hardware / Software
  - d. Fiber Installation
  - e. Policy & Training
  
4. Staffing Plan FY 2022-2023
  - a. Full Time City Administrator
  - b. Part Time Meter Reader
  - c. Part Time Community Code Enforcer
  - d. Part Time Grounds
  
5. Capital Plan / Capital Projects
  - a. WWTP (Waste Water Treatment Plant) Improvements
  - b. Water Works System Master Plan
  - c. Sandwich – Somonauk IGA (Intergovernmental Agreement) County Line
  - d. Latham Street Road and Infrastructure Work
  - e. Downtown ADA (Americans with Disabilities Act)
  - f. Bike / Walking Path Plan (e.g. Fairwinds to Forest Preserve)
  
6. Grants
  - a. IEPA (IL Environmental Protection Agency)
  - b. ComEd
  - c. State & Federal Grants
  - d. Latham Street Grant
  - e. Safe Routes to School Grant
  - f. State Representative Tom Demmer \$250,000 Grant

7. Mayor / Council / Clerk / Treasurer – Goals & Measured Outcomes
  - a. Areas for Improvement
  - b. Council Goals FY 2023
8. FY 2022-2023 City Initiatives
  - a. Sidewalk Inventory App
  - b. Street Inventory App
9. Business & Community Development
  - a. Downtown Improvement – Façade Grant
  - b. Industrial Park
  - c. Economic Development
  - d. Update Economic Development Website
  - e. Festivals, Events, Taste of Sandwich Expansion (e.g. Restaurant Week, Antique Week)
10. Policy / Personnel
  - a. Mandatory Training
  - b. Board / Staff Training
  - c. Volunteer Database
  - d. Maintenance Program for Walkers / Bicyclists
  - e. Professional Development Training for employees
  - f. Technology & Financial Training
11. Committee Goals
  - a. Technology
  - b. Historical Preservation
  - c. Citizens Advisory
  - d. Other Suggested Committees
12. Strategic Partnership Review
  - a. Chamber of Commerce
  - b. Sandwich Park District
  - c. Sandwich Fire Protection District
  - d. Sandwich Fair Association
  - e. Sandwich Library
  - f. Sandwich Township
  - g. Sandwich CUSD 430
  - h. Opera House
  - i. Plano, Somonauk; DeKalb, Kendall & LaSalle Counties

### **Budget Review FY 2022-2023 / Discussion**

City Accountant, Wes Levy, presented a budget draft for discussion. Council concentrated on the Admin Department that had not been reviewed in previous Budget Committee Meetings. Wes advised that he had factored in a 3% salary increase for non-union staff, and the hiring of a part-time employee. Questions were raised concerning the Police Commission and the year-to-date costs under miscellaneous. Clerk Li said she would investigate and report back to the Council. General discussion covered economic development, police pension audit, FOP contract and donations. The next Budget Committee Meeting to be determined.

**Adjournment: Motion made by Alderwoman Johnson and seconded by Alderman Holcomb to adjourn the Special Meeting at 1:10 PM. Motion carried unanimously by voice vote.**

/s/ Denise li, City Clerk

# Street Department 2021/2022

## Full Staffing for the street department as of September 2022

5 Full Time Street Maintenance

2 Summer Part-Time April to November

3 to 4 Winter Part -Time as need for snow plowing November to March

## Training online classes

Confine space 2/24

Trench and excavating 2/24

IL Work Zone and Flagger online class

IL Pesticide General Standards & Right-a-Way certification online class

## In person training

IMSA in Peoria, IL May send two persons 3 days Work-Zone Safety, Traffic Box 1

IMSA in Addison, IL September/ October send two persons 3days Work- Zone Safety, Signs & Markings 1

Arborist Tree Trimming & Removal dates not post yet

Traffic Control Corporation Addison, IL 4/2022

## In House Training

Operations on the following equipment Snow plowing in one ton & 5yd dump truck

Salting Operations

Skid-Steer Operations

Back-Hoe Operations

Wheel Loader Operations

Vactor Operations Jetting & Hydro Excavating

Bucket Truck Operations

Sign Shop 2 persons at this time

Street Light repairs 2 persons at this time

Traffic Control Boxes 1 person at this time

Tree trimming and removal

Equipment Safety and Maintenance ongoing w/ street crew

Call outs Water Department service repairs, shut offs and main breaks

Call outs Sewer Department identifying sewer back-ups & jetting

## Completed Projects

18 Sink Hole Repairs ie Storm lines/ Sewer Lines

28 Catch Basin Repairs Structures & Pipe Lines

4 Catch Basin Replacements Replacement Structures and Pipe Stubs

10 Tons Hot Patching Training with new crew

Concrete pad for Park District drinking fountain Training w/ crew

Tree Trimming 88 trees

Tree Removal 18 trees

Resigning Dutch Acers

311 E Railroad St renovation of Kitchen, Meeting Room, Bathroom, Front Office,

Preventive Maintenance on Vehicles and Equipment.

¾ Painting outside of 311 E Railroad St

### On Going Projects

Street Sweeper rehab  
Brush Mower Deck Rebuild  
Rust Repairs on 5yd Dump Trucks  
Sidewalk replacement list  
Sidewalk trip hazards  
Parkway tree Assessment for removals  
Hot patching needs in house and out of house  
Down town lighting  
Resigning of Main St, Castel St, Center St  
Park benches restoration from outside City Hall  
Catch Basin cleaning  
Jetting Storm Lines to improve flows  
Catch basin repair/ replacement list  
Latham St project  
Johnson Floral sidewalks  
MFT projects County Line Rd, Center St & Fairwinds Blvd  
Rt 34 Sidewalks IDOT, RT 34 Traffic Signals IDOT  
IL DA sidewalk repairs Main ST & Railroad St and Latham St & Railroad St  
Pavement marking removal and repaint markings  
County Line Rd tree removal south side of roadway east of Sheridan Blacktop

### Non-Completed Projects

\*Griswold Springs Rd Culvert replacement Kees Ln, Ditching south ditch between Kees Ln and Sandy Bluff Rd, culvert at Sandy Bluff Rd and Griswold Springs Rd. Need engineering plans  
\*Ash St. & 5<sup>th</sup> St New storm water basins install in the back yards of 3 properties. Need engineer plans & agreements with properties owners  
\*Sidewalk repairs & replacement 100 block of S Main St need engineer plans & Building owner repairs done first water line inside of building & foundation wall repair before City can proceed.  
\*Sidewalk replacements  
\*Damage knee wall from car accident Griswold Springs Rd at creek crossing. Need Engineer plans.

### Support to other Departments

386hrs Sewer Department Sewer Plant Asst. Jetting, Sewer inspections, Sewer repairs  
480hrs Water Department Water Plant Asst. Meter Reading, Water Service Repairs, Main Breaks

### Forestry Department

1,120hrs Total hours  
218hrs storm clean up in house August \$23,000 outside contractors  
383hrs Leaf vac season  
190hrs tree removal & tree trimming  
329hrs brush pick-up

### Street Department

570hrs Mechanical Repairs Vehicle & Equipment maintenance repairs  
469hrs Building Maintenance Street Department Buildings, City Hall, Police Department lights, painting, plumbing, electrical  
92hrs Street light maintenance  
126hrs Down Town Lighting plus outside contractor \$7,000  
760hrs Snowplowing regular & over-time  
115hrs snow removal down town after storm cleanup snow piles hauled out, sidewalk cleaning, parking lots  
1,000hrs Mowing 800hrs part-time 200hrs full time mowing, weed whipping, weed control

Budget FY2021/2022

Small tools \$2,500

purchase concrete finishing tools \$1,500

Pressure washer \$7,500

LED lights Fairwinds Subdivision \$6,000 to & \$7,000 42 light replacement

UTV \$30,000. ?

IPRF Grant

Tires for leaf Vac \$3,500

Purchases from 2021/2022 budget

\*2021 John Deere 5075 Utility Tractor w/ Loader replaced John Deere 4720 Utility Tractor \$34,987

\*2021 880 Kenworth Chassis w/ Vactor Body replaced 2006 International Chassis W/ Vactor Body \$396,690.

Split between 3 departments

\*2012 7400 International Chassis w/ dump body & snowplow replaced 1993 4900 International Chassis w/ dump body & snowplow \$68,000.

City of Sandwich  
Wastewater Treatment Plant and  
Collection System Info

1. Personal Info

- Introduction
- Background
- Knowledge
- Experience

2. Plant Information

- Basic plant design information
- General overview of plant operations
- What we do, how we do it, why we do it
- NPDES Testing, reporting, maintenance
- Current staffing

3. Current Events

- My first week
- Past several months
- 3-6 months goals
- 6-12 month goals
- Upcoming project
- Capital Improvements

4. Collection System

- Inflow and Infiltration
- Sewer line and manhole inspections
- Grease Trap inspections
- Jetting program

5. Questions/Open Discussion



2021/2022

**The Filter media and tank asm was rebuilt and painted inside, new rock and sand, Anthracite was added, the media will also accommodate the new HMO system when we decide to install the system,**

**A Radio study was done for communication research proposes for Both water plants and both EWT at green street and Duvick Ave. cost of FCC Lic \$1000.00 every 10 years cost of \$100.00 per year verse currently we Budget \$4400.00 a year once our system is up and operational we will save approximately \$4000.00 annually, looking at starting stage one of SCADA with this system, starting with \$5000.00 for parts this year, and complete the install in 2022/2023 budget, total price \$147,000 from TRI R, we will be able to remote access the system with phones or laptop, cutting down on possible OT hours, clearing alarms at home.**

**Gasvoda came in over 150K**

**We performed a 6 week pilot study for the use of HMO for emergency well # 3 (add. 7, 10, 2 weeks) that will aid in radium removal, new projected cost for a automated system is 6 Hrs 1 day \$316,440.00 EEI and bid out company to install, could come in lower.**

**Water meters installed last year ward #1 36, ward #2 10, ward #3 26 ward #4 23 meters totaling 95 meters**

**100 section 353 meters need to be replaced**

**200 section 566 meter need to be replaced**

**300 section 359 meters need to be replaced**

**Water service repairs 7 residential and 3 watermain repairs**

**Possibility a 1 or 2 year project to hire out to install faster meter reading less man power and possible going to bi monthly reading of town easier on Billing maintained and catching water leaks sooner.**

**Im responsible for RPZ inspection monthly, of all business industry building in town and enforcement of city codes and state regulations.**

**2021 we started a new JULIE notification system thanks to Fred Irth Ulitisphere**

Myself, Matt K, Joe S, and Brian Jarvis receive notifications for JULIE locates Vs getting them through fax machine and after hours police dept monitoring,

Brian Voelkel

- There is no material inventory required to be submitted to the Illinois EPA by April 15, 2022.
- The initial material inventory is required to be electronically submitted by April 15, 2023.
- The FINAL complete material inventory is due no later than April 15, 2024. It shall include the composition of all service lines in the community water supply's distribution system.
  - 415 ILCS 5/17.12 redefined Service Line to mean the piping, tubing, and necessary appurtenances acting as a conduit from the water main or source of potable water supply to the building plumbing at the first shut-off valve or 18 inches inside the building.

## **UP coming year projects**

Start the process for SCADA in upcoming budget radio system stage 1

HMO installed at Tap 02

Water Meter upgrade program

Start a cross training program with public works to get everyone trained to a class D water license, familiar with water dept functions.

**Matt has passed his Class C water Lic, he is operator in training**

Install main line water valves at Duvic rt 34 find or install a valve at lions and Dayton,

Latham street watermain project this year, working with company on valve tie ins and notifications

Look into hiring an 50/50 person for sewer and water cross training in both departments,

Send out cross connection letters this year,

And residential letters sent out with help from EEI to help determine inside water lines, they would do all the tracking and accountability, we provide addresses

### **100 section water meters accounts**

**Manual read meters: 353 Manual meters \$86,838**

**Radio meters: 566 radio meters**

**919 total water meters in this section**

**Cost to replace a water meter and radio unit is \$246, the cost just to install a radio unit is \$191.00**

**To replace the manual reads to radio unit will cost \$86,838.00**

### **200 section water meter accounts**

**Manual read meters: 566 Manual meters -117TP \$110,454.00**

**Radio meters: 573 radio meters**

**Out of the 566 manual readers, 117 are touch pad, will only require a radio unit, \$ 22,347.00**

### **300 section water meter accounts**

**Manual read meters: 359 \$88,314.00**

**Radio meters: 552 radio meters**

**Total cost to update all regular reader to radio including touchpad readers, \$285,606.00**

**This option would save manpower hours having drive by units.**

**Currently the city has 3 people that read water meters, approximately 225-man hours are use in one year to read water meters. 3 sections of town are read quarterly, typically each section takes 2 day except 200 section takes 2.5 days 2 personal from streets, and 1 from water department.**