



City of SANDWICH, ILLINOIS

City Hall Annex · 128 East Railroad Street

Special Meeting

Saturday, March 11th, 2023 @ 8:00 AM

RETREAT MINUTES

Mayor Latham called the Retreat Meeting to order at 8:10 AM

Roll call was taken:

Present: Mayor Latham, City Clerk li, Aldermen Erickson, Fritsch, Johnson, Kiley, Kreinbrink, Littlebrant & Whitecotton

Alderman Robinson arrived at 9:18 AM

Also present: City Administrator Penman, Chief Bianchi, EMA Director Ciciora, Street Superintendent Grube, Water Superintendent Voelkel, Sewer Plant Superintendent Eade, and City Accountant Wes Levy

Absent: City Treasurer Schwemlein

Unfinished Business: None

New Business – Department Supervisor Reports

Nick Grube (Street) highlighted this past year on projects completed, and that the department had been understaffed for the majority of the year. He explained upcoming projects for the new fiscal year that included storm sewer improvements, plantings on leased railroad property, and as further detailed in the FY2023-2024 budget.

Brad Eade (Sewer) reported that bid openings on the new sewer plant were held and that much is in limbo dependent on further instructions from the IEPA. He explained he is overbudget on chemicals caused by grease issues, and reported on numerous upgrades including re-roofing and gutter replacement, lift station upgrades, electrical updates, and cross-training / licensing.

Brian Voelkel (Water) spoke on water main replacements, main breaks, and city-wide meter replacements. For the new fiscal year, projects include the Green Street water tower maintenance, water rate study, and radio system replacement enabling the City to issue water bills bi-monthly as opposed to the current quarterly. Crossing-training with other departments was stressed. There was a brief mention of using the (proposed) code enforcement official to assist with meter readings.

Chief Bianchi (Police) spoke on minimal capital improvements once the public safety building is completed such as a sally port, upgrade training room for a more functional multi-use room, and addressing the boiler issue.

EMA Director Ciciora had no updates to report other than his department is earmarked for a \$20,000 grant. He advised that all sirens are in good shape.

1. Council Training

- a. OMA (Open Meetings Act), Sexual Harassment
- b. Council Members Ethics and Conduct (IL Ethics Act)
- c. FOIA (Freedom of Information Act)

Mayor spoke on the need to bring Council and staff current on OMA / FOIA online training and Sexual Harassment training. The mayor has hired part-time help for City Hall who City Clerk li felt was overqualified for the position and that an additional two hours are required. The clerk had envisioned an entry level position to assist in the office four hours daily.

2. Planning

- a. Facility Inventory
- b. 30-year Master Plan
- c. City Strategic Plan
- d. CMAP City Data
- e. Downtown Parking
- f. Sidewalks
- g. Streetscape

Discussion covered GIS mapping of all property owned by the City, upcoming Latham Street project delayed from last year, a master plan for sidewalks and infrastructure, the proposed solar array, and the disposition of the old police department building.

3. Technology

- a. Website
- b. Social Media
- c. Hardware / Software
- d. Policy & Training

The need for technology upgrades as well as a Comcast and Frontier inventory is required. Cyber security was discussed and additional training needed for staff on computers. Consideration is needed on upgrading the City's finance software, and the need for a back-up generator for City Hall and Annex buildings.

4. Staffing FY 2023-2024

The SRO (School Resource Officer) was discussed. The school district has indicated there is a need but requests one officer for the position, not a dual-shared position. Council was advised that K9 dog, Diesel, is undergoing a behavioral assessment and physical abilities. The dog would be retired to a police officer, and if not adopted, will be offered to a city resident. City is accepting applications for a part-time code enforcement official. City currently employees 31 people that includes 3 part-time positions.

5. Capital Plan / Capital Projects

- a. WWTP (Waste Water Treatment Plant) Capital Project
- b. Street Pavement Management Program - MFT Projects
- c. Sandwich - Little Rock Township IGA (intergovernmental agreement)
- d. Route 34 - State Highway Project
- e. Latham Street Road and Infrastructure Work
- f. Downtown Street Scape
- g. Sidewalk Inventory App & Street Inventory App
- h. ADA (Americans with Disabilities Act) Project

Council was advised that funding for the Pratt Road bridge has been moved forward. Capital projects included a sally port at the public safety building and individual flood rebates to homeowners affected by flooding.

6. Grants

- a. IEPA (IL Environmental Protection Agency)
- b. ComEd
- c. State & Federal Grants
- d. Others

Brief discussion on grant money received and application for projects.. Additional grant money is anticipated

7. Mayor / Council / Clerk / Treasurer – Goals & Measured Outcomes

- a. Areas for Improvement

Topic passed due to time constraints.

8. FY 2023-2024 City Initiatives - Goal Setting by Council

Topic passed due to time constraints.

9. Business & Community Development

- a. Downtown Improvement – Façade Grant
- b. Industrial Park
- c. Economic Development
- d. 2023-2024 Festivals, Events, Taste of Sandwich Expansion, PBS Day

Three applications have been received under the City's façade grant. The City had budgeted \$6,000 offering grants of \$500 - \$1,000. Recommendation was to increase that amount to \$10,000 FY 2023-2024.

Council felt better advertising might increase the development of the City's industrial park along with Enterprise Funds availability.

FY 2023-2024 budget allotted \$30,000 for economic development. Council recommended a different approach to encourage business development and a separate meeting will be held for further discussion.

A concept has been introduced to hire a company to assess, block by block, the downtown area for streetscape development. No action was taken.

It was announced that under the City's beautification program, all flower beds have been accounted for. Suggestions by the Citizens Advisory Committee, included proposed events such as restaurant week, antique week, downtown days, flea markets held in the detention area, and to expand the Taste of Sandwich to a 4-day event by adding a Oktoberfest.

10. Policy / Personnel

- a. Mandatory Training
- b. Board / Staff Training
- c. Volunteer Database

No discussion

11. Committee Goals

- a. Technology
- b. Historical Preservation
- c. Citizens Advisory
- d. Others

No discussion

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
- j. Status of PTAB - IGA

No discussion

Budget Review FY 2023-2024 / Discussion

Wes Levy, partner of Lauterbach & Amen, recommended that the City consider moving money from local banks to the Illinois Fund Depository that is currently offering 4.665%. Funds deposited are considered liquid and available upon request, unlike Certificates of Deposit that are drawing a much lower interest rate. There is a potential of earning \$350,000 plus in annual interest. He further recommended that a small amount of funds be left in local banks. It was stressed that money management would be a full-time job and not one advisable for a part-time treasurer.

Alderman Robinson suggested eliminating the treasurer position, following the lead of neighboring communities. The mayor indicated he was not opposed to the idea. Because the treasurer's position is elected, to eliminate the position will be need to be posed as a ballot question. The City will investigate further.

Budget Schedule and Time Line:

- March 3 - draft budget
- March 8 & 11 - Council budget discussion
- April 3 - Tentative Budget

April 3 - Public Notice of Public Hearing for 2023-2024 Budget
April 17th - Public Hearing 2023-2024 City of Sandwich Budget
April 17th - Final Passage and Adoption of the Fiscal Year 2023-2024 Budget

Capital Purchase Discussion: None

Public Comment: None

Adjournment: Motion made by Alderwoman Johnson and seconded by Alderman Littlebrant to adjourn the Special Meeting at 12:52 PM. Motion carried unanimously by voice vote.

/s/ Denise li, City Clerk