



# City of SANDWICH, ILLINOIS

City Hall Annex · 128 East Railroad Street

## Committee-of-the-Whole Council Meeting

March 7<sup>th</sup>, 2022 @ 7:00 PM

## MINUTES

Mayor Latham called the meeting to order at 7:00 PM. Roll call was taken:

**Present:** Mayor Latham, Clerk Li, Aldermen Fritsch, Holcomb, Johnson, Killey, Kreinbrink, Littlebrant, Robinson & Whitecotton

Quorum established.

**Also Present:** Chief Bianchi & EMA Director Ciciora

City Attorney Gottschalk arrived at 7:06 PM

Absent: City Treasurer Dell; City Official Steffens

### **Mayor Latham:**

1. Fund Balance / Net Assets Policy: The City has never had a Fund Balance Policy but was highly recommended by the City's accounting firm, Lauterbach & Amen. City Treasurer Dell assisted Mayor Latham in the final draft that will assist the City in grant and loan applications. Under Special Revenue Fund, a targeted MFT fund balance would be \$230,000.00; under Capital Project Funds, a minimum target would be equal to or greater than the amount budgeted for any capital improvement projects, and the minimum target for the enterprise funds will be 30% of budgeted expenditures.

2. 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: A new Class M liquor license was added for a brewery, winemaker or distillery at a cost of \$750.00 annually. Language was amended to definitions for the Class B and Class D-1 licenses. At last week's meeting, it was suggestion to ban the sale of "airport" liquor bottles. By straw poll, the majority of the Council was not against the sale of mini liquor bottles.

3. Ordinance 2022-01 entitled "An Ordinance Amending Chapter 22 "Business", by Adding a New Article VI "Video Gaming", of the City of Sandwich Municipal Code: The Ordinance will create a new Article under "Businesses" in the Municipal Code for video gaming and setting the annual licensing fee as \$75.00 per terminal. Under PA 102-0689, the bill allows non-home rule municipalities to increase gaming fees up to \$250.00 per terminal. The former fee was \$25.00 per terminal.

4. 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: This Ordinance will be discussed in detail under Item 6 (City Fees) on the agenda.

5. 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: The total cost includes three options as listed:

Option A - \$28,313.00 includes audio equipment, furniture rack(s), additional mics, cable replacement and zoned ceiling speakers, including installation

Option B - \$12,694.00 includes two presentation screens and digital media switcher and signal distributions, and installation

Option C - \$13,551.00 is a camera systems for web conferencing and streaming

Attorney Gottschalk will research if Option C may cause future FOIA issues. Alderman Robinson was opposed to Option C at this time citing who would be responsible for the operation of the equipment, and is it a feature that would be best used at this time.

6. City License Fee of the City of Sandwich Municipal Code: The Ordinance 2022-03 would set an annual fee of \$150.00 for coin-operated devices (arcade) excluding video gaming terminals. Clerk Li said most businesses have removed their arcade-type games because they are unable to turn a profit due to the high licensing fee. Council agreed to lower the annual fee to \$50 per machine aligning the annual fee to that of pool tables and juke boxes.

7. Announcements: Mayor Latham shared that a street closure has been requested and approved for a 5-K run on Mother’s Day. Additionally, the Mayor wanted to thank staff for assisting in providing invoices and check copies for the \$250,000 “Demmer” grant update. The City has requested to be reimbursed \$198,000 to date. Remaining to be submitted are receipts for the new public safety building and equipment for the waste water treatment plant.

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

**City Clerk Li:** No report

**City Treasurer Dell:** Absent

**City Department Reports:**

EMA Director Ciciora: No report

Chief Bianchi: No report

Engineering: Luman Technologies has made a permit request to bore underground cable from Somonauk to Plano. They have IDOT approval on the Route 34 easement through town. Staff has been working with EEI on the City’s permit noting that such boring could seriously damage the City’s infrastructure. The cost of the permit is \$25.00. The Mayor advised that the City has spent nearly \$1,000 so far on this project and strongly recommends that the Council revisit the permit fee to increase to an appropriate amount.

**Aldermen Reports:**

Alderman Fritsch inquired by the waste water plant received a new computer when other departments are in dire need such as the Street Department and City Clerk. Mayor Latham responded saying because of SCADA software (supervisory control and data acquisition) required by the sewer plant, there was a priority over other computer replacement. Federal funds will be used for other computer replacements.

Alderman Holcomb reported that excavation as started on the Center Street business that was recently destroyed by fire.

Alderwoman Johnson expressed interest in resuming the 50/50 sidewalk program during budget conversations next week.

Alderman Littlebrant clarified correspondence received from EEI (Engineering Enterprises Inc) regarding lead and copper contaminate issues. He stated there is not an issue at this time but should contaminates become a problem, IEPA will step in.

**Announcements:** A Special Meeting will meet immediately following the Committee-of-the-Whole Meeting on March 7<sup>th</sup>, 2022.

**Audience Comments:** None

**Adjournment:** There being no further business to come before the Council, **motion made by Alderman Robinson and seconded by Alderman Holcomb to adjourn the Committee-of-the-Whole council meeting at 7:55 PM. Motion carried unanimously on voice vote.**

/s/ Denise li – City Clerk