



City of SANDWICH, ILLINOIS

City Hall Annex · 128 East Railroad Street

Committee-of-the-Whole Council Meeting

March 16th, 2020 @ 7:00 PM

MINUTES

Mayor Robinson called the Committee-of-the-Whole Council Meeting to order at 7:00 PM

Roll call was taken:

Present: Mayor Robinson, City Clerk li, Aldermen Chmielewski, Dell, Killey, Kreinbrink, Redden & Surratt

Also present: Attorney Buick, Department of Public Works / City Engineer Horak, Chief Bianchi & EMA Director Ciciora

Absent: Alderman Kelleher & City Treasurer Webber

Mayor Robinson

George Gaulrapp / ComEd: Company policy forbid Mr. Gaulrapp from attending due to the Coronavirus outbreak. Mayor Robinson advised that ComEd will be suspending all electrical disconnects until May 1st.

Williams Architects: Mayor Robinson had emailed the Council a draft of the latest architectural proposal for the Public Safety Building located at 1251 E. 6th Street. Clarification is needed on some issues prior to the proposal's approval that will also include costs.

Art's Super Mart: Mayor Robinson praised Art's Super Mart on the panic buying by consumers. Unlike some of the big box stores, Art's will was able to keep shelves stocked and facilities clean.

City Hall Lockdown: Due to the Coronavirus, and following direction of Governor Pritzker, City Hall will be closed to the public effective Tuesday, March 17th until further notice. Staff will report to work but non-personnel will not be allowed on the premises. Water payments can be made via mailing, credit card payments over the phone, or utilizing the payment drop box located on Railroad Street near the Annex Building's entrance.

Foster, Buick, Conklin & Lundgren, LLC: No report

City Clerk li provided an update on the Supplemental #1 of the Municipal Code. Historically the supplements were provided every other year. The recommendation is now to supplement the Municipal Code annually, and the online Municipal Code section would be updated within weeks after an Ordinance is passed. Clerk li submitted approximately 25 ordinances from 2018-2019 for the first

supplemental. She is awaiting a cost proposal from Municode who is the vendor for the Municipal Code.

At the request of Alderwoman Chmielewski and in consideration of the COVID-19 (Coronavirus) pandemic, Clerk Li asked the Council if they would be in favor of waiving the credit card service fee charged residents. The service fee is 3%. Council agreed to waive the fee until April 1st.

Lastly, Clerk Li shared that the City hopes to go live by April 1st with the availability of online-payments via ePay through the State of Illinois. The cost to use the online site will a service charge of 2.5% that will be passed along to the consumers. Training for the new system will be on Tuesday, March 24th.

City Treasurer Webber: Absent

Director of Public Works / City Engineer Horak:

Lower Little Rock Creek Watershed Study: Meeting #3 that was scheduled for Wednesday, March 18, 2020 has been postponed until the end of April or early May due to the COVID-19.

2020 Sludge Hauling Draft Bid Document: Engineer Horak reached out to the Council for comments prior to advertising. Council wanted the bid documentation to include a provision for local contractor preference. Local was defined as anything within 20 miles of the City. If the bid amount was less than \$25,000, Engineer Horak may award the contract without bringing it back to the City Council for approval.

Full-Time Crew Leader: The City is accepting applications for the full-time Street Crew Leader position through Friday, March 20, 2020. Alderman Dell expressed concern that any new hiring should be considered after the budget process has completed.

Part-Time Street Department Laborer: Engineer Horak requested permission to fill the part-time Street Department position. Through further discussion, the City Council indicated that part-time hires were preferred over new hires at this time. Engineer Horak would proceed with filling one part-time position and review the necessity of others.

309 E. Railroad Street – Discussion of Architectural Proposals: Engineer Horak recommended that the City proceed with Ethos Workshop Architects' proposal in the amount of \$3,900.00 at the next regular meeting.

2020 Brush Pickup Program: Engineer Horak sought a discussion on proposed brush pick up as one day per month per ward April through October (below):

Monday, week 1: Ward 1
Monday, week 2: Ward 2
Monday, week 3: Ward 3
Monday, week 4: Ward 4

Alderman Dell suggested that Engineer Horak look for ways to reduce the brush pickup operations due to financial pressures and availability of employees.

Resolution 20-03: Resolution entitled “Resolution Causing to be Published the Official Zoning Map of the City of Sandwich” will be presented at next week’s meeting adoption. The large map will be also be available for viewing in the Council Chambers.

Latham Street – Center to Sandhurst Reconstruction Project 20-00046-00-FP: The application was submitted to KKCOM on March 12, 2020. Further discussion will be required on a pedestrian crosswalk at Arnold Street, street lighting, and bicycle accommodation on the shoulder.

Chief Bianchi reported that dispatch / 911 consolidation reimbursement costs of \$34,958.40 was received from the DeKalb County 911 Board.

By order of Governor Pritzker, all restaurants and bars will close at 9:00 PM this date. No on premises dining or alcoholic consumption will be allowed. Those businesses that sell food will be allowed to do so by delivery or curbside pickup. Coinciding at the same time, the State will be shutting down all video gaming machines. Social distancing of 6 feet is strongly encouraged to alleviate the spread of the coronavirus.

EMA Ciciora advised that the City’s emergency radio station, 530 AM, has been activated for periodic updates. Clerk li and EMA Director Tom Ciciora have been working to keep the City’s Facebook page and website current with updates.

Alderwoman Chmielewski: Because of the absence of Building Official Todd Steffens and Alderman Kelleher, Alderwoman Chmielewski requested that the continued discussion on Ordinance 2020-07 entitled “An Ordinance Adopting the NFPA 70 National Electrical Code, 2017 Edition as Amended” be tabled until the April 6th meeting.

Alderman Dell cautioned the Council and public of a computer website that portrays itself to be a John Hopkins University live map of Coronavirus cases. In reality, malware is installed.

Alderman Kelleher: Absent

Alderwoman Killey advised that the finance committee meeting will be held following the COW meeting after a short break.

She also reminded the Council of the Special COW Meeting on Wednesday, March 18th, 2020 at 5:30 PM regarding the 2020-2021 budget.

Alderman Kreinbrink reported that he and Alderwoman Chmielewski spent four hours over the weekend reviewing the proposed budget and found inconsistencies in the narrative portion. Additionally, they felt some of the numbers were incorrect in the draft. These matters, including longevity and personnel, will be addressed at Wednesday’s meeting for the budget.

Alderman Redden, in referencing his review of the budget draft, felt four positions should be eliminated from the police department. In order for the City to survive, he stressed that staff would need to be cut to meet greater contribution to the police pension fund. Alderman Redden noted the filing of the 2020-2021 budget is rapidly approaching and there is much yet to be discussed including less tax revenue.

Alderman Robinson: No report

Alderman Surratt: No report

New Business: None

Audience Comments: WSPY Correspondent, Jim Wyman, raised question regarding the sludge hauling and if the City were to eliminate four police officer position, wouldn't the safety of the community be jeopardized. Audience member Doug Grief asked when the City will be repairing the roof on the City's garage building.

Adjournment: There being no further business to come before the Council, **motion made by Alderman Redden and seconded by Alderman Surratt to adjourn the Committee-of-the-Whole Council meeting at 8:19 PM. Motion carried unanimously by viva voce vote.**

/s/ Denise Li – City Clerk