



City of SANDWICH, ILLINOIS

City Hall Annex · 128 East Railroad Street

Committee-of-the-Whole Council Meeting

June 21st, 2021 @ 7:00 PM

MINUTES

Mayor Latham called the meeting to order at 7:03 PM

Roll call was taken:

Present: Mayor Latham, City Clerk li, Aldermen Fritsch, Holcomb, Johnson, Killey, Littlebrant, Robinson & Whitecotton

Absent: Alderman Kreinbrink

Also Present: City Attorney Harrill, Department of Public Works / City Engineer Horak, Chief Bianchi, City Treasurer Pete Dell, EMA Director Ciciora & Building Official Steffens

Mayor Latham:

1. 211 N. Green Street: Discussion of owner's request for financial participation from the City for the following improvements on a redeveloped residential zoning lot (17,424 SF) at the southwest corner of 3rd Street and Green Street. Owner proposes to erect a new one-family residence on the currently vacant lot and is seeking cost sharing as follows:

- a) Storm sewer and four structures from the southwest corner of the owner's property to the east side of Green Street right-of-way (\$16,000)
- b) Removal and replacement of public sidewalk and curb ramps along the 3rd Street and the Green Street frontage (\$10-11,000)
- c) Installation of the driveway approach and driveway culvert and right-of-way restoration along Green Street. (\$2,100)

Engineer Horak noted an additional list of requests has been received earlier in the day that have not been addressed. Council was sympathetic to the hardship faced by the owners; however, the Council was unified that the Municipal Code was specific. Further, the Council did not want to set a precedent for future builders. Alderman Robinson felt that the Municipal Code should be reviewed and changes made if so desired by the Council. The City has been accused of delaying the construction and issuing of a building permit whereas the problem appears to be misinformation or lack of understanding.

2. Treasurer's Report & Budget -vs- Actual Documentation: Last week the Treasurer's Report and Monthly Finance Report for April were released. Mayor Latham requested the Council to review the last report of the fiscal year (April, 2021) and compare it to the Budget that was passed April 26, 2021.

3. Amend City of Sandwich Municipal Code "Section 2-30 Meetings": The proposed Amendment would be (a) *Regular – The regular meetings of the City Council shall be held on the second first and fourth third Monday of each month at 7:00 PM.* Mayor Latham explained that the change would align with the City's regular meetings similar to other municipalities. The Council would hold a Regular Meeting at 7 PM immediately followed by a COW (Committee-of-a-Whole) meeting on the first and third Monday. The combining of meetings resulting in less meetings would not affect elected official pay or diminish the total number of meetings but allow for staff to work on project without rush or delay. On the second and fourth Mondays, individual committees may meet as needed.

Mayor Latham opened the floor for discussion. Acknowledging that holding COW meetings bi-monthly had been in practice for decades, several aldermen expressed fears of disconnect and less informed if meeting dates were lessened. Mayor Latham countered by saying many meetings in the past lasted less than 15 minutes which he could not justify. Condensing meetings to bi-monthly was considered several years ago but rejected by the Council. Mayor Latham asked that the Council try a more conducive meeting structure adding the Council could return to the old structure if desired.

4. City Staff / Appointments Attendance: Mayor Latham made a recommendation to no longer require city staff/appointments attend meetings unless requested prior to the meeting through himself that they attend or at his request to address city matters, business, or citizens. He noted that there is nothing in the City's Municipal Code that deems mandatory attendance. Mayor Latham felt that after a review of the past six months on staff attendance with little to no input, time could be better spent by city staff and respectful of one's personal time.

5. Proposed Committee Meeting Schedules: Mayor Latham suggested that a calendar of all committee meetings be established, similar to that of the Finance Committee. The calendar would reflect scheduled meeting dates for the fiscal year.

6. Mayor Report on Attended Meetings: Mayor Latham attended the DeKalb County Mayor's Forum where challenges of sewer and water were discussed. He also attended the DeKalb County Economic Development Corporation (DCEDC) meeting discussing the Enterprise Zone that Sandwich is a participant. The Mayor added that he will be requesting updated reports from Jim Teckenbrock, Executive Director of the Sandwich Economic Development Corp.

7. IML Conference, September 23-25, 2021: In promoting the upcoming IML Conference, Mayor Latham encouraged the newly elected aldermen to attend as well as the recent appointees and the City Clerk. He stressed the importance of networking and opportunities for round table discussions on challenges faced by other municipalities. He will be reviewing the budget to determine available funding.

Foster, Buick, Conklin & Lundgren Law Group: Attorney Harrill shared that Thursdays are historically reserved for Attorneys at the IML Conference. She supported the Mayor adding that the Conference is an opportunity for growth. She also added that she is available for questions from individual board members, offered assistance in agenda and minutes preparation, and act as a guide during the learning process for the council members.

City Clerk Li explained that Executive Session minutes must be approved bi-annually. She asked that Council members stop by City Hall to review the minutes. Approval of minutes, dating back to September, 2020, will be placed on next week's agenda for approval.

City Treasurer Dell shared information circulated by Brad Cole, Executive Director of IML (IL Municipal League) pertaining to ARPA (American Rescue Plan Act). The US Treasury released new guidelines regarding compliance and reporting responsibilities. Treasurer Dell felt the City will have to rely on Wes Levy, the City's accountant, to assist with the funding process. It was noticed that Illinois has not requested their funding from the US Treasury which will delay the receipt of funding for municipalities.

City Department Reports:

EMA Director Ciciora: No report

Chief Bianchi provided an update on the Wilshire / Wentworth apartment complex. There was an adjudication hearing on Wednesday, June 16th. All buildings were found to be in compliance; one property owner requested and was granted a 90-day extension regarding driveway issues and pot holes.

Director of Public Works / City Engineer Tom Horak:

1. Zoning Board of Appeals regular meeting scheduled for Tuesday, June 22, 2021 has been canceled.

2. 2021 Brush Pickup Program: Brush pickup for Ward 3 has been rescheduled for Tuesday, June 22nd. Storm damage brush collection will be on Friday for Wards 1 and 2; brush pickup for Ward 4 is scheduled for Monday, June 28th.

3. Lower Little Rock Creek Watershed Study – A virtual/remote meeting is scheduled for Wednesday, June 30, 2021 at 10:00 am. Audience/stakeholder participation in this workshop meeting will assist in setting the watershed project goals and priorities:

- Water Quality Monitoring Plan
- Report Cards
- Implementation
- Executive Summary
- Information & Education Plan

4. Public Safety Complex: Notice to Bidders will be published in the DeKalb Daily Chronicle. The City will receive sealed Bids for the Public Safety Complex (03A – Site & Building Concrete and Micropyles) until 10:00 A.M. local time, June 28, 2021, at City Hall, at which time the Bids will be publicly opened and read aloud.

5. IDOT Local Participation: Engineer Horak distributed a printout obtained from the IDOT's website listing local participation in State highway projects, specifically noting the traffic signals cost sharing. Question was raised about constituents' concern on the installation of traffic cameras. Engineer Horak explained the camera installation would be to monitor traffic patterns instead of relying on a traffic loop detector and would not be a red-light / speed camera.

Council expressed that a large volume of complaints concern highway maintenance and repair. IDOT maintains US Route 34 to the extent that the City cannot do emergency patching of pot holes.

Aldermen Report: None

Announcement: Finance Committee will meet immediately following the COW meeting on June 21, 2021.

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 8:06 PM. Motion carried unanimously on voice vote.**

/s/ Denise Li – City Clerk