



City of SANDWICH, ILLINOIS

City Hall Annex · 128 East Railroad Street

Regular Council Meeting

April 3rd, 2023 @ 7:00 PM

MINUTES

Mayor Latham called the meeting to order at 7:00 PM followed by the Pledge of Allegiance led by Building Office Steffens

Roll call was taken:

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

Quorum established

Also present: City Attorney Gottschalk, City Administrator Penman, Chief Bianchi, Building Official Steffens, & EMA Director Ciciora

Audience Comments:

Resident Adam Arnett voiced concern about building code upgrades and the adoption of the International Residential Code, 2018 Edition. He felt blueprints should not be required if there is no structural changes on anything over 500 square feet.

Resident Genelle Inman shared a recent encounter with a solicitor who was seen on camera rifling through a resident's kitchen drawers when the occupant had left the room. She would like to see the City ban door-to-door soliciting. She also expressed support in allowing bee hives in residential areas, and agreed with Adam Arnett's comments regarding building code upgrades.

Consent Agenda:

- a. Approval of Special Meeting minutes (retreat) of 03-11-2023
- b. Approval of Regular Meeting minutes of 03-20-2023
- c. ~~Accept recommendation from Plan Commission to accept a text amendment to Section 98-41 and 98-42 of the City of Sandwich Municipal Code to create a permitted use for solar installations in M1 and M2 zoning districts.~~ *Requested to be removed by Attorney Gottschalk. An Ordinance will be drawn to amend the Municipal Code.*
- d. ~~Approval of Sandwich Annual Tentative Budget FY 2023-2024.~~ *Mayor Latham requested to be removed and voted upon separately.*

Alderwoman Erickson moved to accept the consent agenda subject to the removal of Items "c" and "d". Motion was seconded by Alderman Littlebrant. Motion carried unanimously on voice vote.

Motion made by Alderman Littlebrant approving the Annual Tentative Budget FY 2023-2024. Alderwoman Erickson seconded. Aye: Aldermen Erickson, Fritsch, Johnson, Killey, Kreinbrink and Littlebrant Nay: Aldermen Robinson and Whitecotton

Mayor's Report: Mayor Latham reported that interviews are being conducted for the Code Enforcement Officer.

Foster, Buick, Conklin, Lundgren & Gottschalk Law Group: Attorney Gottschalk advised that sexual harassment training will be in person this year as opposed to a zoom instruction. If anyone from the Council has been required to take a sexual harassment training, proof of such should be provided to City Hall.

City Clerk li: No report

City Treasurer Schwemlein: No report

City Administrator Penman:

Outage at treatment plant: There was a power outage at the water treatment plant this past weekend due to the storms.

Public training: Administrator Penman attended a public drinking water training session with staff that was held at the new police facility.

City Department Reports:

EMA Director Ciciora cautioned that additional severe weather is forecasted for Tuesday.

Chief Bianchi reported that reported crimes was down to 55 as opposed to 124 last year.

Engineering - No report

Council Reports: Alderman Kreinbrink reported that he will be in contact with Dick Wade, Little Rock Highway Commissioner, seeking other options for Griswold Springs ditch grading and culvert replacement.

New Business:

- a. Approval of April invoices is amended to read \$228,146.22

Motion made by Alderwoman Johnson approving April invoices totaling \$228,146.22. Motion was seconded by Alderwoman Killey. Aye: Alderman Erickson, Fritsch, Johnson, Killey, Kreinbrink, Littlebrant & Whitecotton Nay: Alderman Robinson Motion carried 7:1

b. Presentation and approval of City Audit (FY 2022-2023) : Bill Newkirk, President of Newkirk & Associates, highlighted the annual audit FY 2021-2022. Mr. Newkirk advised that the City utilizes a modified cash basis for accounting that is typical of small municipalities. He did express concerns on the delay of the annual to include completion of the police pension audit, information on construction commitments, capital assets, and accurate bank reconciliations. Material weaknesses were noted due to limited staffing and proper segregation of duties.

Alderwoman Kelley moved to accept the City Audit FY 2021-2022. Alderwoman Erickson seconded. Aye: Aldermen Erickson, Fritsch, Johnson, Killey, Kreinbrink, Littlebrant, Robinson & Whitecotton Nay:0 Motion carried unanimously

- c. Approval of Police Pension Audit (FY 2021-2022)

Alderman Erickson made a motion accepting the Police Pension Audit FY 2021-2022. Motion was seconded by Alderman Kreinbrink. Aye: Aldermen Erickson, Fritsch, Johnson, Killey, Kreinbrink, Littlebrant, Robinson & Whitecotton Nay:0 Motion carried 8:0

d. Presentation Illinois Funds: Thomas Gary, Deputy Director of Illinois Funds at Illinois State Treasurer, gave a presentation on two programs offered to local government: ePay and investment funds. The City has been participating in the ePay program since Covid 2019. Illinois Funds allows local government to safely invest their funds to obtain the highest available return. Benefits include higher interest rate of return than that offered by local banks, liquidity of funds, funds are not “locked” into a specific time frame, no minimum amount required to invest, and money cannot be used by the General Assembly.

e. Resolution 23-02 entitled “A Resolution Authorizing Investment of Monies in The Illinois Funds” presented for adoption.

So moved by Alderman Johnson, and seconded by Alderman Erickson. Aye: Aldermen Fritsch, Erickson, Johnson, Killey, Kreinbrink, Littlebrant, Robinson & Whitecotton Nay:0 Motion carried 8:0

f. Ordinance 2023-05 entitled “An Ordinance Amending Chapter 18 “Buildings and Building Regulations”, Article III, “Building Residential, Mechanical, Fuel Gas. and Energy Conservation Code”, Adopting the International Residential Code (IRC), 2018 Edition as Amended” presented for first reading. Building Official Steffens was present to answer questions concentrating that stamped, architectural drawings are required if there are extensive electrical and plumbing remodeling issues, including moving of walls. The ordinance will be presented for passage at the April 17th meeting.

g. Approval of EEI Engineering Agreement: Agreement presented for professional services entitled “Wastewater Treatment Facility Improvements Project - Construction Agreement”. Construction engineering will be paid in a lump sum of \$837,900.00, and additional services will be paid at an hourly rate shown in the agreement.

Motion made by Alderman Erickson, and seconded by Alderman Littlebrant, approving the engineering costs for the wastewater treatment facility project. Aye: Aldermen Fritsch, Erickson, Johnson, Killey, Kreinbrink, Littlebrant, Robinson & Whitecotton Nay:0 Motion carried unanimously

h. Approval of Illinois Association of Police Chiefs Agreement: The Agreement incorporates a recruitment process and potential candidate(s) for the position of police chief. The cost is not to exceed \$11,000, and entire process takes 3-4 months. An additional cost is incurred if an interim chief is to be recruited.

Alderman Kreinbrink moved to approve the agreement with the Illinois Association of Police Chiefs for recruitment of a police chief at a cost not to exceed \$11,000.00. Motion was

seconded by Alderman Littlebrant. Aye: Aldermen Erickson, Fritsch, Johnson, Killey, Kreinbrink, Littlebrant & Robinson Nay: Alderman Whitecotton Motion carried 7:1

i. Executive Session for personnel under 5 ILCS 120/2(c)(1): "Matters pertaining to the appointment, employment, compensation or discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity.

Motion made by Alderman Robinson, and seconded by Alderwoman Johnson, to go into Executive Session at 8:21 PM under Section 120/2(c)1 for personnel. Aye: Aldermen Erickson, Fritsch, Johnson, Killey, Kreinbrink, Littlebrant, Robinson & Whitecotton Nay:0 Motion carried unanimously

Alderman Robinson moved to return to regular session at 8:39 PM. Alderwoman Erickson seconded. Aye: Aldermen Erickson, Fritsch, Johnson, Killey, Kreinbrink, Littlebrant, Robinson & Whitecotton Nay:0 Motion carried 8:0

j. Executive Session for Collective Bargaining under 5 ILCS 120/2(c)(2). Council passed on the need to hold Executive Session on this matter.

Announcements: The next Finance Committee Meeting is April 17th, 2023 at 6:30 PM. The next Regular Council Meeting is April 17th, 2023 at 7:00 PM immediately followed by the Committee-of-the-Whole Meeting.

Police Commission Meeting will be held at the public safety complex on Wednesday, April 5th, at 4:00 PM

Committee Meetings will be held on Thursday, April 13th, 2023:

- 6 PM Technology Committee
- 7 PM Historical Preservation Committee
- 8 PM Citizen's Advisory Committee

Adjournment: There being no further business to come before the Council, **motion made by Alderman Robinson and seconded by Alderwoman Erickson to adjourn the Regular Council meeting at 8:41 PM. Motion carried unanimously via viva voce vote.**

/s/ Denise Li, City Clerk