



# City of **SANDWICH, ILLINOIS**

City Hall Annex · 128 East Railroad Street

## **Regular Council Meeting**

*May 26<sup>th</sup>, 2020 @ 7:00 PM*

## MINUTES

Mayor Robinson called the meeting to order at 7:03 PM.

Roll call was taken:

**Present:** Mayor Robinson, City Clerk Ii, Alderman Surratt & Redden and EMA Director Ciciora

**Present via WebEx teleconference call:** Aldermen Chmielewski, Dell, Killey, Kelleher & Kreinbrink, Building Official Steffens and City Attorney Harrill

**Absent:** Department of Public Works Horak, Chief Bianchi & City Treasurer Webber

### Audience Comments:

WSPY Correspondent, Jim Wyman, said there was a debate on Facebook how to address tall grass and unmown lawns. He asked protocol for handling complaints. Response was complaints are to be directed to the police department. If the area is found to be non-compliant according to the City's Municipal Code, a citation will be issued to the property owner. If the complaint is not addressed, such as mowing the lawn, the City will mow the lawn and place a lien on the property. The City Clerk has posted on the City's Facebook page that mowing complaints are to be reported to the police department's non-emergency number.

Executive Director of Sandwich Chamber of Commerce, Geri Benning spoke encouraging support of small businesses as they reopen on Friday, May 29<sup>th</sup> according to Governor Pritzker. In a joint effort with DeKalb County Unites, the Chamber will provide information and guidelines as well as resources to protect the health of the workforce and operations.

Resident Doug Grief inquired if a contract has been awarded for the Gletty Road cleanup and if the City will be meet the end of June deadline. Response was no contracted has been awarded.

**Consent Agenda: Motion made by Alderman Surratt, and seconded by Alderman Redden, to adopt the Consent Agenda. Aye: Aldermen Chmielewski, Dell, Kelleher, Killey, Kreinbrink, Redden, Robinson & Surratt Nay:0 Motion carried 8:0**

- a. Approval of Regular Council Meeting Minutes of May 11, 2020
- b. Approval of Committee-of-the-Whole Meeting Minutes of May 18, 2020
- c. Approval of May bills totaling \$ 52,921.53
- d. Passage of Ordinance 2020-09 entitled "An Ordinance Authorizing Boundary Modification to the Area Known as the DeKalb County Enterprise Zone – Syngenta"

**Mayor Robinson:** No report

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

**City Clerk li:** No report

**City Treasurer:** Absent

**Director of Public Works / City Engineer Horak:** In his absence, Mayor Robinson substituted for City Engineer Horak

Zoning Board of Appeals (ZBA) regular meeting of Wednesday, May 27, 2020 has been cancelled.

Latham Street – Center to Sandhurst Reconstruction Project 20-00046-00-FP: KKCOM (Kane/Kendall Council of Mayors) was able to increase the available STP (Surface Transportation Program) funding for the project to the full requested amount: \$97,500 for construction engineering and \$204,512 for construction.

The use of the STP funds requires that the project be advertised for bid prior to September 21, 2021. Working backwards from a July 30, 2021 letting requires that the engineering plans be submitted to IDOT District 3 for approval prior to April 9, 2021.

Hall Street Lift Station Building: Request was made to proceed with the repair of the exterior siding and sheathing with A&B Exteriors expending from line item 300.0000.90.6800. Proposals received were from (1) A&B Exteriors: \$9,325.00 (+ \$45/sheet if required) and (2) Thomas Builders: \$12,560.00. Several aldermen questioned the definition of “sheathing” and wanted more details on the proposed project.

**Motion made by Alderman Surratt, and seconded by Alderman Redden, to table this matter until Engineer Horak returns from vacation. Aye: Aldermen Chmielewski, Dell, Kelleher, Killey, Kreinbrink, Redden, Robinson & Surratt Nay:0 Motion carried 8:0**

Aboveground Storage Tank Removal at the WWTP (Wastewater Treatment Plant): Request was made to proceed with the AST (Aboveground Storage Tank) removal with Chicago Tank Removal for \$14,000.00. Line item in the budget that includes this work is 300.0000.70.5450 “Contractual Services”. Council could consider moving the funds and expending from Capital Expenses 300.0000.90.6800 since the work is over \$10,000.00 and not a recurring operating expense.

Floor was opened for discussion when aldermen questioned the thought process behind the removal of the tank at this time. Given the City’s revenue situation due to the pandemic, Council felt there was no urgency in removing the non-usable tank.

**Alderman Surratt moved to proceed with the tank removal at the Wastewater Treatment Plant at a cost of \$14,000.00. Alderman Kelleher seconded. Aye: 0 Nay: Aldermen Chmielewski, Dell, Kelleher, Killey, Kreinbrink, Redden, Robinson & Surratt Motion failed 0:8**

DCEO (Department of Commerce & Economic Opportunity) ReBuild Illinois Fast-Track Public Infrastructure Program tasks for the Public Safety Complex – 1251 E. 6<sup>th</sup> Street: As a 3-part request but under one motion (as follows)

- a. Request authorization for the Mayor to engage the services of a Grant Administrator for the purposes of applying for a grant through the DCEO Fast Track Public Infrastructure Program for an amount not to exceed \$3,000.00.
- b. Request authorization for the Mayor to sign the January 14, 2020 Williams Architects' agreement for the Public Safety Complex renovations in an amount of \$137,000.00 plus reimbursable expenses.
- c. Request authorization for the Mayor to sign the May 22, 2020 Williams Architects' agreement for the Public Safety Complex for assistance with the City's effort in obtaining a grant from the ReBuild Illinois Fast-Track Public Infrastructure Program in an amount of \$5,000.00 plus any additional Grant Administration coordination.

Applications are due June 15, 2020 for grant funding of \$500,000.00 - \$5,000,000.00. Mike Nelson is assisting Engineer Horak with the application and has been in contact with a grant administrator who indicated that there are already 24 submitted applications. Council discussed the probability of the City being awarded the grant and the hesitancy to expend money without assurances. If awarded, the grant could pay for the full renovation cost of the public safety building. Mayor Robinson also added that City has been awarded a \$250,000.00 grant by State Representative Tom Demmer that could be applied toward infrastructure on the building.

A construction phase in the amount of \$64,000.00 was listed as part of the compensation for basic services in the January 14, 2020 agreement. Several aldermen were uncomfortable that should something happen, and the project could not be completed, the City could potentially lose this money. The alternative was to remove the \$64,000 from the basic services package lowering the amount of \$137,00.000 to \$73,000.00. Because the grant application is time sensitive, Mayor Robinson will make immediate contact with Williams Architects regarding the removal of the construction phase from the agreement.

**Alderman Surratt move to authorize Mayor Robinson to engage services of a Grant Administrator not to exceed \$3,000.00; authorize Mayor Robinson to execute the January 14, 2020 Williams Architects agreement at an amended cost of \$73,000.00 by eliminating the \$64,000.00 construction phase (page 18 of said contract); and authorize Mayor Robinson to sign the May 22, 2020 Williams Architects agreement for assistance in obtaining a grant from ReBuild Illinois Fast-Track Public Infrastructure Program for \$5,000.00 plus any other grant costs. Aye: Alderman Chmielewski, Dell, Kelleher, Killely, Kreinbrink, Redden, Robinson & Surratt Nay:0 Motion carried 8:0**

**Chief Bianchi:** Absent

**EMA Director Ciciora:** No report

**Aldermen Reports:**

Alderwoman Chmielewski expressed concern about reopening City Hall under Phase 3 of the Restore Illinois plan. She felt plexiglass should be installed and asked how face masks would be addressed. Mayor Robinson said that after consulting with staff, City Hall will not be opening on Monday, June 1<sup>st</sup>, to the public except by appointment only.

Alderman Kelleher asked how the City will be assisting businesses that will be reopening on Friday, May 29<sup>th</sup> under Phase 3. He asked if provisions are being made to close streets and parking lots to allow outdoor serving for restaurants and bars. Mayor Robinson said most businesses already have the availability to offer outdoor services on their property. He is asking that businesses contact him with their proposals.

Alderwoman Killey announced that the City has been awarded a \$8,000.00 grant from the DeKalb County Community Foundation. The money will be used to refurbish the restrooms at the Opera House.

Alderman Kreinbrink wondered if local businesses will be listed on the City's web site providing information such as business hours, the number of tables available for seating and volume of people allowed on the premises. Mayor Robinson said the Chamber of Commerce has much of this information and a separate Facebook site.

The City received approximately \$81,000.00 under Rebuild Illinois to supplement the loss of MFT (motor fuel tax) funds due to COVID-19 and the stay at home order. Aldermen Kreinbrink suggested the use of these funds be used to repair roads with crack filling, repair prior roadway excavations that have settled, roadway striping, and address sidewalks in poor condition in the downtown area. The entrance to Walgreens at Main Street which has a line of site issue could be remedied at the same time the roadway striping is being performed. Alderman Kreinbrink indicated that the crack filling could potentially prevent expensive repairs the City is experiencing on Latham Street. He added that most of the issues should be in accordance with DeKalb County under the City's intergovernmental agreement.

Alderman Redden noted that under Phase 3 for the reopening of business, there are a lot of restrictions being placed on the businesses. He stressed that the City needs to be accommodating and cooperative. He also wondered if the Annexation Agreement is to expire this year for Fairwinds Subdivision, and if so, the City needs to pursue it. Mayor Robinson said that City Engineer is working to finalize the paperwork.

**Announcements:** The next Finance Committee Meeting will be held on Monday, June 1<sup>st</sup>, following the Committee-of-the-Whole Meeting. Mayor Robinson also reminded everyone of the Census in progress and the need to have accurate numbers for future federal funding to schools, hospitals, roadways, and other programs that will benefit the community.

**Adjournment:** There being no further business to come before the Council, **motion made by Alderman Redden and seconded by Alderman Surratt to adjourn the Regular Council meeting at 8:15 PM. Motion carried unanimously by viva voce vote.**

/s/ Denise Li – City Clerk