



City of SANDWICH, ILLINOIS

City Hall Annex · 128 East Railroad Street

Regular Council Meeting

July 3rd, 2023 @ 7:00 PM

MINUTES

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

Roll call was taken:

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

Absent: Alderwoman Johnson

Quorum established

Also present: City Attorney Gottschalk, City Administrator Penman & Interim Chief Bleichner

Absent: EMA Director Ciciora

Audience Comments: Local resident, Phyllis Wallington, address seeking alternatives to firework displays explaining safety and trauma issues for humans and animals.

Consent Agenda:

- a. Approval of Regular Meeting minutes of June 19, 2023
- b. Approval of Committee-of-the-Whole minutes of June 5 & June 19, 2023

Alderwoman Karsta moved to accept the Consent Agenda as presented. Alderman Littlebrant seconded. Motion pass unanimously on voice vote.

Mayor's Report:

a. Sergeant Promotion: Mayor Latham share a brief history on K-9 Officer Diesel who started his career with the City's K-9 program in 2016. His handler, Officer Keith Rominski, endured 260 hours of training at the Illinois State Police Academy, and within days on the job, Diesel was instrumental in locating 185 grams of cocaine and 2,500 grams of hidden cannabis. Mayor Latham explained it is not uncommon to promote K-9 dogs to the rank of sergeant.

b. Recognition of K-9 Sergeant "Diesel" Retirement: Diesel is now 9 years old and is experiencing health issues. Mayor Latham noted that K-9 dogs experience a lot of wear and tear on their bodies, and a medical opinion was sought recommending retirement. The mayor congratulated Officer Rominski and Diesel for their success and a job well done.

c. Ordinance 2023-18 entitled “An Ordinance Authorizing the Retirement of a Police K-9 Officer in the Best Interest of the K-9 Officer and the City of Sandwich”. Under the terms of the Ordinance, the City will transfer of ownership to Officer Rominiski under the Police Dog Retirement Act (510 ILCS 822/1, et seq).

Alderswoman Erickson moved to waive first reading of Ordinance 2023-18. Alderman Arnett seconded. Motion passed unanimously via voice vote.

Motion made by Alderman Littlebrant adopting Ordinance 2023-18 as presented. Alderswoman Erickson seconded. Aye: Aldermen Arnett, Erickson, Fritsch, Kreinbrink, Littlebrant, Robinson & Whitecotton Nay:0 Motion carried 7:0

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

City Clerk li reported that the monthly FOIA report and revenue report were emailed to Council members earlier in the week.

City Treasurer: Position vacant

City Administrator Penman: No report

City Department Reports:

EMA Director Ciciora: Absent

Interim Chief Bleichner: No report

Engineering: No report

Council Reports: None

New Business:

a. Approval of June invoices totaling \$208,330.58

Motion made by Alderman Fritsch approving June invoices totaling \$208,330.58. Motion was seconded by Alderswoman Erickson. Aye: Aldermen Arnett, Erickson, Fritsch, Kreinbrink, Littlebrant & Whitecotton Nay: Alderman Robinson Motion carried 6:1

b. Purchase / Lease for Office Equipment: City Administrator Penman explained that the current inserter machine used for billing is failing more frequently. The machine is 7 years old and was purchased at a cost of \$11,000.00. Necessary current repairs would cost around \$4,500.00. In addition to replacing the inserter machine, City Administrator Penman is recommending add a postage machine to the office. Current bill mailings is via bulk rate of \$.47/envelope but there have been issues with the City’s accounting software versus that of the post office resulting in (estimate of) 150 pieces of mail being mailed using a postage stamp. The City sends out bulk rate mailings of 800-1,000 pieces monthly. Utilizing a postage machine, the City would no longer qualify for a bulk rate, but it is felt the savings in manhours would justify the purchase. It was noted that the City is unable to enter into lease agreements that are longer than the term of the sitting Mayor. Mayor Latham has 24

months remaining on his 4-year term. The City Administrator is investigating a small-term lease, or the City can purchase the equipment outright for approximately \$25,000.00.

Alderman Fritsch moved approving the replacement of the inserter machine and the addition of a postage machine to office equipment by authorizing the mayor to enter into a 2-year lease agreement with Brandt Office Machines, or if a short-term lease agreement is not available, equipment can be purchased outright not to exceed \$25,000.00. Motion was seconded by Alderman Littlebrant. Aye: Aldermen Arnett, Erickson, Fritsch, Kreinbrink, Littlebrant, Robinson & Whitecotton Nay:0 Motion carried 7:0

c. Waive Competitive Bidding for Purchase of Spray Patching Machine: The City utilizes UPM cold patch on roadways that could fail in as little as a few weeks as opposed to months. Last summer Plano public works aided the City in completing patching on selected street, and it was felt such a machine would be beneficial to the current fleet. City Administrator Penman is requesting that the City waive competitive bidding for the purchase of a spray matching machine that is identical to that of Plano. A meeting with Plano would be to enter into an intergovernmental agreement to utilize their tank. The machine is anticipated to lengthen the life span on roadway patches between 3-7 years.

Motion was made by Alderwoman Erickson to waive competitive bidding on the purchase of a spray patching machine; Alderman Littlebrant seconded. Aye: Aldermen Arnett, Erickson, Fritsch, Kreinbrink, Littlebrant, Robinson & Whitecotton Nay:0 Motion carried 7:0

d. Purchase of Spray Patching Machine: City Administrator Penman recommended that the City purchase a 2023 Total Patcher Vortex from Hampton Equipment Inc. in Raymond, IL, at a cost not to exceed \$95,750.00 contingent upon entering into an intergovernmental agreement with Plano.

So moved by Alderman Littlebrant, and seconded by Alderwoman Erickson. Aye: Aldermen Arnett, Erickson, Fritsch, Kreinbrink, Littlebrant, Robinson & Whitecotton Nay:0 Motion was passed unanimously

e. Ordinance 2023-15 entitled "An Ordinance Amending Chapter 22, "Business", Article VI, "Outdoor Dining - Temporary and Seasonal Uses" of the City of Sandwich Municipal Code: The ordinance was presented for a second reading. Changes to the amended ordinance would include general provisions for a food truck café and design guidelines.

Alderman Robinson moved to adopted Ordinance 2023-15 as presented. Motion was seconded by Alderwoman Erickson. Aye: Aldermen Arnett, Erickson, Fritsch, Kreinbrink, Littlebrant, Robinson & Whitecotton Nay:0 Motion carried 7:0

f. Ordinance 2023-19 entitled "An Ordinance Amending Chapter 38, "Historical Preservation", Article II, "Historical Preservation Commission", Section 38-21, "Composition:" of the City of Sandwich Municipal Code: Mayor Latham requested that the current number of members is five, and he would like to increase that to a seven-member committee. He noted it is a popular

committee and shared some future projects, such as creating a walking brochure listing historical landmarks.

Alderman Kreinbrink made a motion to waive first reading of Ordinance 2023-19 as presented. Motion was seconded by Alderman Arnett. Motion carried unanimously on voice vote.

Alderman Arnett moved to approved Ordinance 2023-19 as presented. Motion was seconded by Alderman Kreinbrink. Aye: Alderman Arnett, Erickson, Fritsch, Kreinbrink, Littlebrant, Robinson & Whitecotton Nay:0 Motion carried 7:0

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

Police Commission Meeting is scheduled for July 5th at 4:00 PM at the Public Safety Building, 1251 E. 6th Street.

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 7:43 PM. Motion carried unanimously via viva voce vote.**

/s/ Denise li, City Clerk