



# City of SANDWICH, ILLINOIS

City Hall Annex · 128 East Railroad Street

**Regular Council Meeting**  
September 18<sup>th</sup>, 2023 @ 7:00 PM

## MINUTES

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

Roll call was taken:

**Present:** Mayor Latham, City Clerk li, Aldermen Arnett, Erickson, Fritsch, Johnson & Kreinbrink

Absent: Aldermen Littlebrant, Robinson & Whitecotton

Quorum established

**Also present:** City Attorney Gottschalk, City Administrator Penman, Police Chief Senne & EMA Director Ciciora

**Audience Comments:** Resident, Krista Tetter, asked if there has been any action taken since the September 5<sup>th</sup> meeting pertaining to oversized trucks on residential streets, particularly Hall and Davis Streets. Response was this matter will be discussed at the COW meeting immediately following the Regular Council meeting.

Resident, Genelle Inman, thanked Alderman Arnett for being proactive when contacted about a non-licensed solicitor at her door this evening. She said she does have a “no solicitor” sign that was ignored. She requested that approved solicitors be posted on social media forums and the City’s website. Clerk li interjected that approved solicitors are posted on Facebook. Ms. Inman also asked the status of a massive tree trunk removal in her neighborhood that can cause serious injury should someone fall. Additionally, she requested the Council to consider ways to raise revenue for the City, such as food truck festivals.

Unable to attend the meeting, resident Jennifer Penn, submitted a letter raising concerns regarding ignored stopped signs at intersections. She lives in Webb Subdivision and, as a frequent walker, has noted an increasing number of cars failing to stop especially around school property. She encouraged Council members and the police to observe the intersections, specifically during school hours.

### **Consent Agenda:**

- a. Approval of Regular Meeting minutes of September 5<sup>th</sup>, 2023
- b. Approval of Committee-of-the-Whole minutes of September 5<sup>th</sup>, 2023
- c. Approval of Treasurer’s Report / Financial for August, 2023

**Alderman Arnett moved to accept the Consent Agenda as presented. Alderman Fritsch seconded. Motion passed unanimously on voice vote.**

**Mayor's Report:**

a. Passing of Businessowner Scott Gjovik: The Gjovik family has been a major key component of the City with their car dealership, and Mayor Latham acknowledged the passing of Scott Gjovik on September 2, 2023. Condolences were expressed to the family.

b. Appointment of Shaun Legge to Police Commission: Mayor Latham recommended that Council approve Shau Legge to fill a vacancy on the Police Commission.

**So moved by Alderwoman Johnson, and seconded by Alderman Kreinbrink. Aye: Aldermen Arnett, Erickson, Fritsch, Johnson & Kreinbrink Nay:0 Motion carried unanimously**

c. Acknowledge Beautification Program Participants: Sixteen locations in the business district were offered to businesses and non-profit organizations to maintain flowers beds. Participants were: Monty & Betty Reiners, Dr. Phyllis Wallington & JC Health and Fitness, Horticultural Specialties / Dan Hoyt, PEO Chapter FO - Sandwich, Sandwich Opera House, and Girl Schout Tropp 2405. The Mayor recommended that the participants are recognized at the next meeting by a small plaque presentation. He added that directors of the Park District, Library and Chamber of Commerce judge the individual flower bed sites.

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

**City Clerk Ii:** No report

**City Treasurer:** Position vacant

**City Administrator Penman:** No report

**City Department Reports:**

EMA Director Ciciora reported 36 hours were spent directing fair traffic. He also advised that the defective downtown warning siren is still being inspected for testing failure. Mayor Latham requested a list of all that assisted EMA for recognition at the October meeting.

Police Chief Senne reported the attendees to the fair number was 180,000 that was increase over last year. Traffic congestion was compounded on Pratt Road entrance by misdirection listed on Google. The new light boxes along Route 34 / Church Street were not properly programmed to be sensitive to traffic flow. No cash bond went into effect today, and officers are being trained as each County is handling the process differently. Sandwich has reserved a spot for a K-9 officer for training in the fall, 2024. He reported that there is no one listed on the police eligibility list for new officers nor for lateral officers. The Police Department website is in the construction stage for updating and easier navigation that will include profile and contact information for each officer. Goals and objectives are being also being updated. A community calendar is being created for the police department enabling officers to know of community events for a police presence. Discussion is underway to host an open house for the public safety building prior to winter.

**Engineering:**

Curt Dettmann / EEI (Engineering Enterprises Inc) provided a year-to-date project status on Latham Street road improvements, wastewater treatment project, water rate study and system

master plan. Bids were rejected for the 2023 sidewalk program due to higher than anticipated budget numbers, and will be rebid in January, 2024. Cost breakdowns were discussed on the 2023 road program; final construction costs for Universal were approximately \$14,000 underbudget. 2024 Pavement Management Plan funding will be discussed at a future meeting.

Randy Newkirk / HLR (Hampton, Lenzini & Renwick) reported that cabinets and video detection has been implemented on the US 34. The anticipated City's portion to the signal lights upgrade will be less than \$137,00.00. MFT (Motor Fuel Tax) funding approval is pending. Utility work continues on Latham Street, and will continue for the remainder of the year. The Latham Street project will commence in early spring, 2024. Pratt Road Bridge status is finalizing hydraulic modeling and continuing with the preliminary design report for IDOT. MFT funding has not yet been approved by IDOT. Pratt Road Bridge project is on schedule for a September 2024 bid letting. The Main Street (Center Street to Knights Road) is on schedule for a June 2025 bid letting. The City received \$870,000 in grant money from KKCOM (Kane Kendall Council of Mayors), and additional funding may be available. Topographic survey and preliminary estimate of costs is complete, and Phase II (design engineering) will need approval prior to moving forward.

Alderman Kreinbrink questioned about the installation and costs of an Opticom system for emergency vehicles coming to Valley West Hospital. Randy Newkirk felt it would not be difficult to add at a minimal cost.

#### **Council Reports:**

Alderman Fritsch reported that the Opera House roof assessment is tentatively scheduled for Tuesday, September 26<sup>th</sup>, weather permitting. Several areas around City Hall will have to be closed, and foot traffic will redirect to the handicapped ramp for entrance.

Alderwoman Johnson thanked everyone for fair traffic control and emergency responses during the fair.

#### **New Business:**

- a. Approval of September invoices totaling \$ 167,971.48

**Motion made by Alderwoman Erickson and seconded by Alderwoman Johnson, approving payment of September invoices as presented. Aye: Aldermen Arnett, Erickson, Fritsch, Johnson & Kreinbrink Nay:0 Motion passed 5:0**

- b. HLR (Hampton, Lenzini & Renwick) Professional Service Agreement: Motion required authorizing the Mayor to enter into a Professional Service Agreement with HLR for Phase II engineering for the Main Street Project in an amount not to exceed \$247,725.00 that include a contingency of \$19,510.00 for 58 cross sections that will only be completed, if required, by IDOT.

**Motion made by Alderwoman Johnson, and seconded by Alderman Fritsch. Aye: Aldermen Arnett, Erickson, Fritsch, Johnson & Kreinbrink Nay:0 Motion carried unanimously**

c. Community Mailing Update: The topic has been broached in the past to provide a community update on recently passed ordinances, including leaf burning and code enforcement. After determining it would not be feasible to have City Hall staff include notifications in the quarterly water bills, Alderman Arnett has suggested that several aldermen help stuff envelopes. Mailing of 2,700 notifications will cost \$1,800 in postage that had not been budgeted, but was acknowledged that periodic mailings would be beneficial and will be budgeted accordingly in next year's budget.

**Announcements:**

a. The next Finance Committee Meeting is Monday, October 2<sup>nd</sup>, 2023 at 6:30 PM.

b. The next Regular Council Meeting is October 2<sup>nd</sup>, 2023 at 7:00 PM immediately followed by the Committee-of-the-Whole Meeting.

**Adjournment:** There being no further business to come before the Council, **motion made by Alderwoman Johnson and seconded by Alderwoman Erickson to adjourn the Regular Council meeting at 7:49 PM. Motion carried unanimously via viva voce vote.**

/s/ Denise Li, City Clerk