



# City of SANDWICH, ILLINOIS

City Hall Annex · 128 East Railroad Street

## Committee-of-the-Whole Council Meeting

September 5<sup>th</sup>, immediately following Regular Council Meeting

---

## MINUTES

Mayor Latham called the meeting to order at 7:39 PM

Roll call was taken:

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

Quorum established

**Also Present:** Attorney Gottschalk, City Administrator Penman, EMA Director Ciciora & Interim Police Chief Bleichner

**Mayor Latham:** No report

**Foster, Buick, Conklin, Lundgren & Gottschalk Law Group:** Attorney Gottschalk has prepared a Purchasing Policy that will aid staff in deciding what requires bidding and how to create a template for future bid letting. The Mayor and City Administrator will review prior to distributing to staff.

**City Clerk Ii** reported that Supplemental #4 to the Municipal Code will include 17 new ordinances approved by the Council in the past year. She also reported that a newly formatted water billing debuted utilizing dual QR codes for one-time payments or registered log-in payments that allows the ability to view individual accounts.

**City Treasurer:** Open Position

**City Administrator Penman** reported that the code enforcement is moving along slowly and asked for everyone's patience as the City moves as quickly as possible. The City received building assessments from IMIC (IL Municipal Insurance Cooperative) after it was felt that the buildings had been underassessed in the past. Buildings had been valued at \$27 million, and the current report reflected an increase of \$48 million.

**City Department Reports:**

EMA Tom Ciciora - No report

Interim Chief Bleichner: No report

Engineering: No report

**Aldermen Reports:**

Alderman Arnett raised the issue about the purchase of a stump grinder for one of the City's bobcats. The cost is under the threshold of Council approval, but he would like the transparency of how the City's money is spent. Alderman Arnett noticed some properties cited for violations by the Code Enforcer were not reflective on the weekly list. Alderman Robinson questioned the number of stumps on city property that would warrant the purchase of the stump grinder. The City paid \$4500 last year for stump removal, greater than the purchase price of a stump grinder.

Alderwoman Erickson thanked the City for mowing at the corner of Latham and Church Streets; however, there are weeds and tall grasses at the ComEd substation at the corner of Canter and Latham Streets.

Alderman Fritsch echoed Alderwoman Erickson's mowing concerns adding the property along the track behind Johnson's Floral. The City leases the property from the railroad, and the question is who is responsible for the maintenance.

Alderwoman Johnson thanked the front office staff at City Hall for accommodating the Finance Committee in earlier preparation of the Scheduled Claims List affording more time to review invoices.

Alderman Robinson has noticed brush for pickup along 6<sup>th</sup> Street; the next and final brush pickup will be in October. He added that 6<sup>th</sup> Street is an exit from the fairgrounds. In the past, the City has used directional signs on exiting city limits from the fairgrounds and asked if the signs would be used this year.

Alderman Whitecotton, regarding allowed burning and code enforcement issues, would like to see a mass mailing to residents along with their water bills. Clerk Li reminded the Council that bills are mailed quarterly, meaning only 1/3 of the community would be notified every 90 days. Alderman Littlebrant concurred noting that not everyone has access to a computer nor checks the City's website for ordinance updates. A suggestion was made to convert to postcard format as opposed to envelope stuffing that would reduce manhours. There is an estimate of 2200 water bills mailed quarterly.

**New Business:**

a. Designation of Truck Route - Davis Street / Hall Street: Mayor Latham said he has spoken with Curt Dettmann (EEI) regarding the City's Pavement Management Plan and how the roadways in question can be addressed. Alderman Fritsch noted that 6<sup>th</sup> Street is posted no truck traffic and questioned if the same could be done on Davis and Hall Streets. Attorney Gottschalk said the Municipal Code is vague regarding truck routes and will require updating. Curt Dettmann is reviewing and will provide an updated recommendation.

b. Delinquent Utility Bills - Discussion on landlord's responsibility: Attorney Gottschalk explained there are many buildings in town that have multiple apartments on one b-box or one water meter. In the event that one tenant is delinquent, the City cannot turn off water to the whole building. Many

municipalities are moving toward the property owner is responsible for the payment of the multiple water bills. It becomes the property owner to collect water charges from the tenants. Delinquent water bill problems would be alleviated when full responsibility falls on the property owner. Clerk Li asked the scenario where the landlord becomes delinquent, but the tenants have paid the water bill to said landlord. Response was as long as the proper procedures are followed, in this scenario, the tenants would have a right of action against the landlord.

c. Street Garage Roof Replacement - Authorization to bid: An insurance claim was filed for roof damage at the Street Department garage and Water Well #1 from the hail storm of July 28<sup>th</sup>. The Water Well #1 has been repaired for \$3,500.00. City Administrator Penman is preparing a document to let out for bid on the Street Department garage roof as soon as possible. It will cost about \$100,000 to replace that roof. This matter will be further discussed once information is received from the insurance company.

d. Taste of Sandwich - Call for volunteers: The Taste of Sandwich will be held on Wednesday, September 27<sup>th</sup>, and hosted by the Citizens Advisory Committee. Additional volunteers are needed in addition to the customary cooking of hot dogs by Council members. The event hours (4:30 - 6 PM) will be held earlier this year to encourage patronage of downtown businesses.

e. Executive Session: **Motion made by Alderman Fritsch to enter into Executive Session at 8:15 PM under 5 ILCS 120/2(c)(2) "Collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees". Alderman Arnett seconded. Aye: Aldermen Arnett, Erickson, Fritsch, Johnson, Littlebrant, Robinson & Whitecotton Nay:0 Motion carried 7:0**

**Alderwoman Erickson moved to return to open meeting at 8:56 PM, and seconded by Alderman Littlebrant. Aye: Aldermen Arnett, Erickson, Fritsch, Johnson, Littlebrant, Robinson & Whitecotton Nay:0 Motion passed unanimously**

**Announcements**: Next meeting for the Finance Committee will be on Monday, September 18<sup>th</sup>, 2023, at 6:30 PM. The Regular Council meeting will meet at 7 PM on the same date immediately followed by the Committee-of-the-Whole meeting.

**Audience Comments**: None

**Adjournment**: There being no further business to come before the Council, **motion made by Alderman Robinson and seconded by Alderwoman Erickson to adjourn the Committee-of-the-Whole council meeting at 8:57 PM. Motion carried unanimously on voice vote.**

/s/ Denise Li – City Clerk