



City of SANDWICH, ILLINOIS

City Hall Annex · 128 East Railroad Street

Committee-of-the-Whole Council Meeting

September 18, 2023 immediately following Regular Council Meeting

MINUTES

Mayor Latham called the meeting to order at 7:54 PM

Roll call was taken:

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

Absent: Aldermen Littlebrant, Robinson & Whitecotton

Quorum established

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

Mayor Latham explained the job description for the future Economic Development & Tourism Coordinator and seeking Council's input. The position would report to the City Administrator under the direction of the Mayor and City Council. The part-time position would include economic expansion and planning, coordinate all tourism activities including managing City events, grant writing, naming a few of the duties. Candidate should be experienced in economic development, tourism, and special event planning, hold an undergraduate degree in business marketing, administration planning or a related field, and hold a professional economic development certification is a plus. Alderman Kreinbrink noted that the City has budgeted \$30,000.00 for this position and questioned if local businesses would also be contributing toward the salary adding that given the job description as part time, \$30,000.00 would not be an attractive dollar amount. Mayor Latham said he will be having a meeting with the Chamber of Commerce regarding the position and seeking other contributors toward a salary.

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

City Clerk li reported that DeKalb County Health Department will be hosting a recycling event on Saturday, September 30th, at the City of DeKalb airport. The proposed 2024 holiday schedule and meeting schedules was distributed for review. Additionally, Clerk li explained that back in the spring when renewing licenses for video gaming, it was discovered that funds from Old Tyme Inn had been wrongfully distributed to DeKalb County. The problem has now been resolved, and the City will be receiving a check from the State in October for \$42,163.40. Lastly, Clerk li directed a question to Attorney Gottschalk regarding repeat offenders lacking a solicitor's permit. She told of 3 businesses

currently soliciting without a permit although they had been advised to apply for a solicitor's permit. The question was posed if there is anything that could be done to the repeaters who are blatantly disregarding the City's codes. Attorney Gottschalk advised the police be contacted and the violator ticketed.

City Treasurer: Open Position

City Administrator Penman reported that he took part in the 911 Ceremony, and attended a local leaders forum hosted by State Representative Jed Davis. The first full month of investing funds in the Illinois Fund netted the City \$34,404.56 in interest revenue. As existing CD's mature, more money will be deposited in the Illinois Fund. Administrator Penman also reported that he will be attending the IML (IL Municipal League) conference on Thursday and Friday. Water tower maintenance continues, and it is doubtful the project will last longer than the anticipated 50 days. The engineers and city continue to discuss the placement of the solar field at the wastewater treatment plant.

City Department Reports:

EMA Tom Ciciora - No report

Chief Senne: No report

Engineering: Curt Dettmann (EEI) elaborated on the Latham Street project previously discussed at the prior Regular Council meeting, ComEd is still working on their utilities to be completed in November, Nicor has a small section still requiring attention, MetroNet and Frontier are a work in progress, and Comcast is delayed due to coordination on their end. Alderman Kreinbrink pointed out that in their report, it was noted the utility companies have discovered that the project is more involved than anticipated resulting in concerns for their engineering budget.

Aldermen Reports:

Alderman Arnett advocated doing a mass mailing several times a year advising the public on ordinance updates and upcoming events.

Alderwoman Johnson would like to see the Halloween hours extended by ½ hour, being from 7 PM until 7:30 PM.

Alderman Kreinbrink shared that he, too, is experiencing solicitor issues that are not licensed to solicit. He concurs that the police should be contacted to enforce the rules, and that residents including Council should not be involved.

New Business:

a. Designation of Truck Route - Davis Street / Hall Street: In order to get a truck route designation, there is a protocol to be followed: engineering, legal aspect regarding the Municipal Code, and enforcement. Curt Dettmann was asked for his opinion from an engineering aspect. He noted the streets involved are dead-end streets in a residential area, and the streets are not designed to handle massive daily truck loads. Garbage trucks are an exception. The affected area is one block south of Route 34, meaning trucks cannot go beyond the intersection of Hall and Davis Streets. Being a residential area, there would be no reason for these trucks to be traveling on those roadways. Designated truck routes are determined by the County or States with weight limits. The City can post signs stating the roadway is not a truck route and list a weight limit. The Municipal Code is vague regarding truck routes and does not specify a fine amount for any violations. Mayor Latham

recommended the roadways affected be posted as not a truck route, and put further discussion on the next meeting's agenda regarding fines and amending the City's ordinance. The City needs to identify other areas in town that may be affected by heavy truck traffic.

b. Delinquent Utility Bills - Discussion on landlord's responsibility: Attorney Gottschalk described scenarios where there is one meter serving multi-unit households, adding that it made sense to make the property owner responsible for the water bill. Council was in agreement to place total responsibility on the landlord, property owner. Comment was made that each household should have their own water meter. Attorney Gottschalk was instructed to prepare an ordinance that water bills would be the responsibility of the property owner. Mayor wants a first reading in October. The effective date would be the first of the year, but how to implement the new procedure was not addressed.

c. Sign Ordinance / Violations: There have been multiple complaints to code enforcement regarding sign requirements, business signs, non-conforming signs, and including pop-up storm chaser signs (ie roof damage). Council was asked to review their individual wards and how violations should be addressed and updated in the Municipal Code.

d. Treasurer's Position: The treasurer's position is elected, and it has been a problem filling it for many years. Mayor Latham recommended initiating a referendum eliminating the position of treasurer as an elected position, but retaining the position as an appointment. A legal process must be followed, and the goal is to have the referendum question placed on the spring ballot. A Resolution must be approved not less than 79 days prior to an election to meeting the time line to be placed on the ballot. An appointed treasurer would have expanded or redistributed duties than that currently in place

e. Proposed Procurement Policy: Mayor Latham and City Administrator are reviewing an updated policy. The proposed updated policy will next be reviewed by the Finance Committee prior to the Council reviewing.

f. Executive Session: **Motion made by Alderman Fritsch to enter into Executive Session at 8:36 PM under 5 ILCS 120/2(c)(5) "The purchase or lease of real property for the use of the public body", and under 5 ILCS 120/2(C)(21) "Discussion of minutes of meetings lawfully closed under this Act, whether for purposes or approved by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06". Alderman Arnett seconded. Aye: Aldermen Arnett, Erickson, Fritsch, Johnson & Kreinbrink Nay:0 Motion carried 5:0**

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

Announcements: Next meeting for the Finance Committee will be on Monday, October 2nd, 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: Dr. Phyllis Wallington expressed frustration that scrapper, Dennis Johnson, is not taking the City seriously in code enforcement. She would like the police department to start issuing citations on people in her neighborhood that are outlandish in the amount of accumulated junk. They are repeat violators since April, 2022.

Adjournment: There being no further business to come before the Council, **motion made by Alderwoman Johnson 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