



City of SANDWICH, ILLINOIS

City Hall Annex · 128 East Railroad Street

Committee-of-the-Whole Council Meeting

October 16th, 2023 immediately following Regular Council Meeting

MINUTES

Mayor Latham called the meeting to order at 8:02 PM

Roll call was taken:

Present: Mayor Latham, Clerk li, Aldermen Arnett, Fritsch, Kreinbrink, Littlebrant, Robinson & Whitecotton

Absent: Alderwomen Erickson & Johnson

Quorum established

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

Mayor Latham

a. Smoking & Loitering / Derailed & Other Locations: Mayor explained that he had a conversation with the owner of Derailed regarding patrons congregating and smoking outside the premises. There have been numerous complaints and creates an eyesore for the business district. The owner countered there is no place for her patrons to smoke nor does she have control over their smoking outside her establishment. Her suggestion, with council approval, was to install a fence area for smoking in the alley. The mayor requested the council to think about a resolution that will compliment the downtown shopping experience. State law dictates that no smoking is allowed within 15' of any business; however, monitoring and enforcement is by the DeKalb County Health Department.

b. Downtown Banners / Beautification Program: The mayor will obtain samples and costs, including banner slogans, to present before the Council at an upcoming meeting. The intent is to have banners as part of the City's beautification program in the spring. He is looking for Council's feedback if this project should be pursued. Council favored moving forward with the concept.

c. Truck Routes: Aldermen were to review their particular ward regarding proposed truck routes. Council's recommendation had been to codify existing truck routes and clarify the what routes would be used and which would not. The current ordinance states that a truck may travel up to one block off a truck route to make a delivery. Attorney Gottschalk felt the easiest way to approach the problem was to determine where trucks are allowed or are not allowed. She explained that in conversations with Curt (EEI) and reviewing maps, it was felt one designated truck route might

be feasible. Current truck routes are Route 34 to Green Street; Duvick to 3rd Street; Reimann to 6th Street. Based on State records, there is only one designated truck route in Sandwich being Route 34 and Duvick Avenue. Delivery trucks are allowed regardless of a designated truck route. Considerations should include the width of the road, the turn radius at a corner, and how the weight of the truck will impact the roadway. Mayor Latham recommended reaching out to IML (Illinois Municipal League) regarding how other Illinois communities address their truck routes. Also suggested was having a dialogue with those businesses utilizing heavy truck traffic, and explain the problem(s) being created. Attorney Gottschalk also pointed out that in the case of Midwestern Concrete, the majority of their property is located outside the City's boundaries, and residents should be talking to the County board members who have jurisdiction with their complaints.

d. Levy Schedule: The proposed tax levy will be presented to the Council in November for review. Council will be approving the levy at the December 18th regular meeting. A Truth-in-Taxation hearing will also be held for public comment.

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

City Clerk li reported that in July, she received her CMC (Certified Municipal Clerk) certification through IIMC (International Institute of Municipal Clerks) that has opened a lot of doors for her. She was awarded a scholarship to attend the MCI (Municipal Clerks of Illinois) Academy the week of October 9th. She shared some of the handouts received at the Academy, particularly from IML (Illinois Municipal League) that she felt would be of particular interest to the Council. Clerk li explained that IML will be hosting a "local public notices" bulletin board, that will be posted by municipalities, and afford the opportunity to list job openings, city events, advertising for bids, and such. The goal is to have the site link from the City's website. She emphasized the best part of the proposed bulletin board – it will be free to municipalities.

The mayor and council congratulated the Clerk on her accomplishment and receipt of the scholarship.

City Treasurer: Open Position

City Administrator Penman: No report

City Department Reports: No reports

Aldermen Reports:

Alderman Kreinbrink suggested that staff start putting together budget requests for the next fiscal year. He indicated the budget process will be starting earlier this year. He also thanked Chief Senne in improvement of police presence within the community.

Alderman Littlebrant commended the code enforcer for the work accomplished.

Alderman Robinson expressed concerns that the City will be adding another salary position and wondered if the City will be partnering with local businesses to offset costs for an economic development director. He noted the proposed salary as hefty with benefits for a part-time position. He would like to see more discussion about the proposed position before approving. The Mayor said he had distributed a job description requesting feedback, and upon not receiving anything in return, he took that as an indication to move forward. Alderman Kreinbrink chimed in that based on the proposed job description as a part-time position, \$30,000

annually was not enough, and if offering benefits, the position should be full time. He was not in favor of the City absorbing all the costs, and that the City Administrator would become the supervisor of the economic development and tourism director. Alderman Kreinbrink stressed he did not want another situation similar to that of the code enforcer when complaints have been received that she is unavailable to receive and return phone inquiries.

New Business:

a. Marcy Block Building Historical Marker: The Historical Preservation Commission has made a recommendation to install a historical marker to be set in the sidewalk in front of the Marcy Block building once the sidewalk reconstruction has been completed. The Commission would Council's approval before moving forward with a design and costs. Cost is estimated to be \$1,000 - \$3,000. Council did not object to the recommendation.

b. Right Turn Only / Dayton and Church Streets: The Citizen's Advisory Committee has raised concern about school traffic and is recommending that Dayton Street, at Route 34 / Church Street, be designated as a right-turn-only between the hours of 7:30 am – 8:30 am and between 2:30 pm – 3:30 PM on weekdays. Chief Senne will monitor and report findings to the Council.

c. Proposed Parking Lot / College and Main Streets: A recommendation was received from the Citizens Advisory Committee to install a parking lot at the southeast corner of Main and College Streets. A proposed parking lot has been discussed in the past, and Mayor Latham said the concept design has not been located from previous conversations. City Administrator has reached out to Curt at EEI for assistance. It was a felt a parking lot south of Route 34 would reduce foot traffic attempting to cross the highway.

Announcements: Next meeting for the Finance Committee will be on Monday, November 6th, 2023, at 6:30 PM. The Regular Council meeting will meet at 7:00 PM on the same date immediately followed by the Committee-of-the-Whole meeting.

Audience Comments: Becky Nelson wanted the Council to be aware that she filed a FOIA request for previous vagrancy ordinances. She is disappointed that having two public comments related to vagrancy continued to be omitted in the recent passage of Ordinance 2023-21. Prior to the passage, there was no conversation about homelessness or safety. Once she receives the FOIA to better understand the deleted vagrancy language, she will return to the Council to continue to address the problem. She felt the Council is not seeing potential problems, and asked that the Council resurrect Ordinance 2023-21 and review it once again.

Adjournment: There being no further business to come before the Council, **motion made by Alderman Robinson and seconded by Alderman Littlebrant to adjourn the Committee-of-the-Whole Council Meeting at 8:56 PM. Motion carried unanimously on voice vote.**

/s/ Denise Li – City Clerk