



# City of SANDWICH, ILLINOIS

City Hall Annex • 128 East Railroad Street

## Committee-of-the-Whole Council Meeting

February 1, 2016 @ 7:00 PM

## MINUTES

Mayor Olson called the meeting to order at 7:00 PM.

Roll call was taken:

**Present:** Mayor Olson, City Clerk li, Alderman Dell, Fraser, Killey, McMahon, Moran, Redden, Robinson & Scheidecker

**Also present:** Attorney Lundgren & Department of Public Works / City Engineer Horak,

**Absent:** City Treasurer Webber, Chief Bianchi & EMA Director Ciciora

### Mayor Olson

Check Distribution to Food Pantries: Alderman Scheidecker distributed \$1,000.00 donations to the following food pantries: Harvest Chapel, Cornerstone Church, and Our Sharing Pantry. Donation monies derived from the City's video gaming receipts.

FVOA (Fox Valley Older Adults): Cindy Worsley, director of FVOA, will be hosting a meeting on Wednesday to brainstorm with local officials on the possibility of creating a 'true' community center for the public. She explained grant money could be obtained for the use of their building as a community building that would offset the payroll and operating costs. After laying off some staff in Northern DeKalb County, she noted their bi-weekly payroll is approximately \$38,000.00. Funding from the state has become insufficient due to the July, 2015, budget impasse.

Safebuilt IL Presentation: Steve Touloumis, Chief Building Official and Steve Nero, Business Development Representative from Safebuilt provided a presentation on services available to municipalities that included code enforcement, planning & zoning, and building department services. Based in Park Ridge, Illinois, the company utilizes local people to fulfil service requests. gentlemen referenced work done for the City of DeKalb, Hinckley, Waterman and LaSalle County. Mayor Olson stressed that customer service is a determining factor should the City decide to outsource their building official duties. A formal proposal will be presented to the Council for their review based on the needs and duties dictated by the City.

Building Official Application Update: A total of nineteen (19) applications were returned by the end of the day deadline. Mayor Olson and personnel chairman Alderman Robinson will review the applications and schedule interview appointments.

City Gasoline Discussion: The City's fuel provided has changed ownership, and several local providers have approached the City to provide a proposal. The current pump system is in constant need of repairs and equipment needs updating.

Executive Session: Mayor Olson requested executive session at the end of the meeting under Section 2(c)(5) "the potential purchase or lease of real property for the use of the public body.

**Foster & Buick Law Group:** No report

**City Clerk:** Several years ago, the Council discussed raising the cost of a solicitors permit and shortening the number of days the permit was valid. No action was taken at that time. Clerk Li reported that she has networked with neighboring communities for input on their solicitors' costs. The average cost for a solicitor's permit is \$25.00 per day. Currently, the City charges \$25.00 that is valid for sixty (60) days. It is her recommendation that the City increase the cost of a solicitors permit to \$25.00 per day per person, and that the permit is valid for ten (10) days. The cost for a background check would be collected at the time of fingerprinting by the police station. Council was in agreement, and an ordinance will be prepared for adoption.

**City Treasurer:** Absent

**Director of Public Works / City Engineer Horak:**

NOI (Notice of Intent) for NPDES (National Pollutant Discharge Elimination System) Permit: The NPDES General Permit IL G870460 expires on October 30, 2016. The City is required to file their Notice of Intent within 180 days prior to the expiration date. The permit allows the City to continue mosquito control in the storm sewer manholes. Renewal application is required every five (5) years.

1320 S. Main Street: On November 4, 2015, Engineer Horak sent a notification to property owners advising to connect to the public water supply system, and to abandon and seal the private water well. February 2, 2016 marks the ninety (90) days in which to comply with the City's request. The realtor that is representing the purchasers has indicated that more time will be required. There have been sewer issues in the past, and the City's municipal code dictates that residents are to be connected to the city's water supply. Engineer Horak will be notifying the owner that the ninety (90) days has now expired.

Sidewalk Maintenance Program: The proposed 2016 sidewalk project breakdown was provided to the Council. Engineer Horak indicated that the City apparently has a 50/50 sidewalk replacement program; however, there is no documentation confirming the existence of the program. He felt that most people believe the program to be a 50/50 split in costs to replace sidewalk areas. The program has been run in the past where the City will pay for the concrete from Tri-County Concrete. Alderman Redden noted that the sidewalk must be ADA compliant, among other required regulations. There will be continued discussion in upcoming weeks.

Engineering Proposals: Engineer Horak reported that he has received and is reviewing engineering proposals on the following projects: water main replacement at Main Street and the BNSF right of way, water main replacement at Lafayette Street and the BNSF right of way, parking lot improvements at 300 S. Main Street, Clark Street proposal for a new generator, and Lisbon Street (Green to Main Streets) improvements including water main, on-street parking and sidewalks).

These projects had been scheduled to be completed as soon as possible. Engineer Horak will be bringing the proposals before the Council for approval after his review.

Center Street Lighting Photometrics Revisions: Engineer Horak has been working with Dirk Yuill from Hampton, Lenzini & Renwick, Commonwealth Edison and BNSF (Burlington Northern Santa Fe) to finalize some of the details on Center Street lighting. One of the photometrics analysis that was done were using 100 watt fixtures up to seventy (70) foot spacing to give a high luminance value. It has been suggested to the City to modify the original concept regarding pole style.

Announcement: There was a water main break at the hydrant branch on the northeast corner of Railroad and Eddy Streets on Sunday afternoon. The downtown area is under a boil order until Tuesday morning.

**Chief Bianchi:** Absent

**EMA:** Absent

**Alderman Dell :** No report

**Alderman Fraser:** No report

**Alderman Killey** advised that the finance committee would meet immediately following this evening's meeting to review February bills.

**Alderman McMahan:** No report

**Alderman Moran:** No report

**Alderman Redden:** No report

**Alderman Robinson:** No report

**Alderman Scheidecker:** No report

**New Business:** None

**Audience Comments:** None

### **Executive Session**

**Motion made by Alderman Scheidecker and seconded by Alderman Robinson to go into executive session at 8:13 PM, pursuant to Section 2(c)(5) The purchase or lease of real estate property for the use of the public body. Aye: Aldermen Dell, Fraser, Killey, McMahan, Moran, Redden, Robinson & Scheidecker Nay:0 Motion carried 8:0**

**Motion to return from Executive Session: Motion made by Alderman Robinson and seconded by Alderman Redden to return to regular session at 8:57 PM. Aye: Aldermen Dell, Fraser, Killey, McMahan, Moran, Redden, Robinson & Scheidecker Nay:0 Motion carried 8:0**

**Adjournment:**

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

*/s/ Denise li – City Clerk*