



# City of SANDWICH, ILLINOIS

City Hall Annex · 128 East Railroad Street

## Committee-of-the-Whole Council Meeting

February 5<sup>th</sup>, 2018 @ 7:00 PM

## MINUTES

Mayor Olson called the meeting to order at 7:05 PM.

Roll call was taken:

**Present:** Mayor Olson, City Clerk Ii, Aldermen Dell, Kelleher, Killey, Redden & Robinson

**Also present:** Attorney Harrill, Department of Public Works / City Engineer Horak, Chief Bianchi & EMA Director Ciciora

**Absent:** Aldermen Chmielewski, McMahon & O'Sullivan; City Treasurer Webber

### **Mayor Olson:**

**Convention & Visitors Bureau Discussion:** The contract with the Aurora Area Convention & Visitors Bureau (AACVB) has expired. By State mandate, 90% of collected "Hotel & Motel Use Tax" must be distributed to a tourism bureau. Sandwich has been a partner of the AACVB since 2008, but not without some reservation. The AACVB requires a 5-year contract that the Council is not in favor given the lack of tourism promotion for the City of Sandwich. There is also the on-going disagreement between the AACVB and Timber Creek Inn & Suites. The City has investigated joining the DeKalb County Convention & Visitors Bureau (DCCVB) that they currently hold a membership status. Council discussed past problems with the AACVB and which tourism bureau would be successful in bringing visitors from a specific geographic area. The Council acknowledged that more visitors were likely to come from the Aurora area as opposed from DeKalb. This matter will be placed on the agenda next week for a vote.

**Proposed Budget Meetings:** In preparation of a new fiscal year, the Mayor would like to see the City convert from Modified Cash to Accrual budgeting method. Local resident, Colleen Sullivan of CDS Small Biz Accounting, has offered to assist the City in the conversion. Additionally, he is working with the City's software company in the hopes of creating a more user-friendly format for budgeting purposes. The Council will hold their first budget meeting on Monday, February 19<sup>th</sup> at 6 PM in the City Council Chambers prior to the COW meeting scheduled that night.

**Tourism Committee Meeting** will meet on Wednesday, February 21<sup>st</sup> at 7 PM in the City Hall Council Chambers.

CMAP Planning Report: Deferring to Engineer Horak, the next meeting will be on February 14<sup>th</sup> to discuss future projects and goals for the City. Projects are generally planned one year in advance. CMAP (Chicago Metropolitan Agency for Planning) has offered to assist in updating the City's comprehensive plan.

Kendall County Economic Development Committee Report: Economic Director Jim Teckenbrock and Mayor Olson met last week with the Kendall County Economic Development Committee regarding the vacated water park property. Currently, there is \$480,000.00 owed in back taxes making the property undesirable to sell. The delinquency continues to grow each annual year the taxes go unpaid. The City is hoping that Kendall County will reduce the amount owed or offer the property for sale under a "scavenger sale". Kendall County indicated they would not entertain the idea of a scavenger sale at this time. The property is not owned by the City.

Executive Session: Mayor Olson called for Executive Session at the end of the meeting under Section 2(c)(11) for probable litigation.

Foster, Buick, Conklin, Lundgren & Tritt, LLC: No report

City Clerk Ij: No report

City Treasurer: Absent

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

Public Safety Complex Renovations at 1251 E. 6<sup>th</sup> Street: A proposal has been received from Etscheid, Duttlinger & Associates for site development design services in the amount of \$38,500.0. The proposal will consist of providing professional land surveying and engineering to develop the site.

2017 Lisbon Street – Green to Main Reconstruction Project: The final and Pay Request #3 has been received from H. Linden & Sons Sewer and Water, Inc. in the amount of \$221,170.40. This matter will be placed at next week's agenda for Council approval.

2000 Chevy Blazer Vehicle Replacement: The former DARE vehicle has 99,000 miles. Engineer Horak's recommendation is to replace the vehicle with the purchase of a 2018 Ford F-150 from Gjovik Ford in the approximate amount of \$25,231.16. Engineer Horak indicated the purchase can be on this year's budget or the fiscal year starting May 1, 2018.

Detention Basin Conversion – 800 E. Sandhurst Drive: Engineer Horak is investigating a long-term watershed plan for native plantings in the detention basin located at the southeast corner of Sandhurst Drive and Latham Street.

2017 5<sup>th</sup> / 6<sup>th</sup> Street Sanitary Sewer Lining Project: Hoerr Construction was unable to mobilize the sanitary sewer lining project because of weather. The sanitary sewer line will occur on 5<sup>th</sup> Street (between Latham Street and Reimann Avenue) and 6<sup>th</sup> Street (between Reimann Avenue and Duvick Avenue). Affected residents will be notified via public notice, City's website, and City's Facebook page. The notice provides specific directions to avoid experiencing any issues from the project.

Electronic Recycling will be held on Saturday, February 10<sup>th</sup> from 12:30 – 2:30 PM at the Duvick Avenue water tower, located at 750 N Duvick Avenue. Because of changes in the state regulation of electronic recyclables under the new Consumer Electronics Recycling Act, possible collection adjustments are anticipated in the upcoming months.

2018 Pavement Marking: In the past, the City has partnered with DeKalb County for road striping. The County will conduct bid openings on February 28<sup>th</sup>, 2018, for the City's portion in the approximate amount of \$3,000.00. The City will pay the County 5% of their engineering costs and will benefit from the group discount.

2018 IDOT Flagger Training: IDOT (Illinois Department of Transportation) will host the training session on April 10<sup>th</sup> at the fire district building.

Chief Bianchi: No report

EMA: No report

Alderwoman Chiemlewski : Absent

Alderman Dell: No report

Alderman Kelleher: No report

Alderwoman Killey advised that the finance committee will meet immediately following the Committee-of-the-Whole Council Meeting.

Alderwoman Killey also reported that the Opera House has applied for a grant through the DeKalb County Community Foundation to replace aging windows. Many of the windows are leaking and in a state of disrepair.

Alderman McMahon: Absent

Alderman O'Sullivan: Absent

Alderman Redden: No report

Alderman Robinson, in reference that all intersections have traffic signage, requested that the intersection of E. First and Mechanic Streets have a stop sign due to the outside receptacles for the post office located at First Street. Attorney Harrill will make the necessary changes on the proposed ordinance to be presented next week for passage.

New Business: None

Audience Comments: Sandhurst resident Don Crump inquired on the status of the flooding issues from the 9-inch rainfall in October. He said he inspected the drainage that runs along the rear of his property and under the sidewalk and roadway, and it appears the tile is partially blocked with debris and overgrown weeds. Alderman Dell thanked Mr. Crump for his patience noting that many areas in town were affected by the heavy rain, and that the Council is working toward investigating the problem areas to prioritize solutions.

**Executive Session**

**Motion made by Alderman Redden and seconded by Alderman Robinson to go into executive session at 8:00 PM, pursuant to Section 2(c)(11) “litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an is probable or imminent”. Motion carried unanimously by voice vote.**

**Motion to return from Executive Session: Motion made by Alderman Redden and seconded by Alderman Robinson to return to regular session at 8:15 PM. Motion carried unanimously by voice vote.**

**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 8:16 PM. Motion carried unanimously by voice vote.**

/s/ Denise li – City Clerk