



# City of SANDWICH, ILLINOIS

City Hall Annex • 128 East Railroad Street

## Committee-of-the-Whole Council Meeting

February 6, 2017 @ 7:00 PM

## MINUTES

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

Roll call was taken:

**Present:** Mayor Olson, City Clerk Ii, Aldermen Dell, Killey, McMahon, Robinson & Scheidecker

Alderman Fraser arrived at 7:03 PM

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

**Absent:** City Attorney, City Treasurer Webber & Alderman Redden

### Mayor Olson

Waubensee Community College 50<sup>th</sup> Anniversary Proclamation: Mayor Olson read a proclamation acknowledging the 50<sup>th</sup> anniversary for Waubensee Community College. It was noted that approximately 3,424 Sandwich students has been educated by the college.

Public Thank You to Sandwich Fire Department: The fire department recently aided the City and Opera House in heating repairs. The fire department used their ladder truck to assist in moving heavy repair parts to the second floor 'green room'.

Creation of Tourism Committee: By Statute, the City retains 10% of the hotel tax collected, and the remaining 90% goes to the Aurora Area tourism board to be used to promote the City. Although the Aurora tourism board has does a better job in recent months of promoting the City, the Council has considered partnering with the DeKalb County tourism board. The Mayor is considering forming a committee representing the hotel, merchants, Chamber of Commerce, and any interested residents to participate on the committee.

City's Survey Update: The survey deadline was Thursday, February 2<sup>nd</sup>. It has been discovered that some residents have received their questionnaire this past weekend, after the due date. The deadline has now been extended to Wednesday, February 8<sup>th</sup>. Currently, 261 completed mail-in surveys have been returned, and 99 online surveys have been submitted.

City Hall Employment Opening: Mayor Olson and Personnel Chair, Alderman Robinson, will be meeting to discuss filling the budget director's position vacated at the end of November. Shante' Humble from NIU's finance department is assisting the City during the budgetary process. Alderman Dell asked if the Mayor is considering to fill the former part-time position. Mayor advised job descriptions will be reviewed prior to any commitment but is leaning toward someone with a strong finance background. Mayor Olson said Ms. Humble will be assisting with some of finance budget's duties.

Proposed Raffle Ordinance: The City does not have a raffle ordinance in place, and currently the County conducts the registering and licensing. The City will be reviewing Plano's ordinance that will cover bingo, raffles, and poker runs. The goal is for the City's ordinance to be more specific and address issues not covered at the County level.

Right-of-Way Permit Fees under Ordinance 2016-08: It was noted that other communities have charged a fee for permits issued for work in the City's right-of-way. Currently the City does not charge a fee. Mayor Olson reported that some cities charge anywhere from \$3,000 - \$15,000 to allow work on the City's right-of-way, such as fiber optic work in the past.

**Foster, Buick, Conklin, Lundgren & Tritt, LLC:** Absent

**City Clerk:** No report

**City Treasurer:** Absent

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

Electronic Recycling will be held on Saturday, February 11, 2017 between 12:30 PM to 2:30 PM at the Duvick Avenue water tower located at 750 N. Duvick Avenue.

Resolution 17-02 entitled "Resolution Causing to be Published the Official Zoning Map of the City of Sandwich" was presented for review. The zoning map is available in the Council Chambers for inspection. The adoption of the Resolution will be placed on next week's agenda.

ICC (Illinois Commerce Commission) Order T14-0118, Supplemental Agreement 1984 is asking for the City's financial participation in the accessible pedestrian crossings at Main and Eddy Streets. In 2014, the City along with BNSF and the ICC discussed installing accessible pedestrian crossings at the two (2) locations. Cost is \$25,000 for each crossing that may be part of the current fiscal budget. The City has received an invoice from BNSF for this project. This project is not to be confused with the Main & Latham Streets intersection crossings as required by Attorney General Lisa Madigan under the ADA (Americans with Disabilities Act).

2017 Crack Sealing with DeKalb County: The City will join with the County again this year, and will be utilizing MFT (Motor Fuel Tax) funds. Slated for this project will be Countyline Road (E. 2750<sup>th</sup> Road) to Gletty Road.

2017 Pavement Marking with DeKalb County: Using general funds, the City will join with DeKalb County for striping of Center Street, Countyline Road, Gletty Road, Lions Road, and Sandy Bluff Road.

2017 Hot-Mix Asphalt Maintenance: Plans for this summer include resurfacing of W. Center Street from Castle Street to Green Street; Green Street from the railroad right of way to Center Street; Lions Road from S. Wells Street to Dayton Street; and Dayton Street from Lions Road to the 500 block. A portion of Sandy Bluff Road will also be patched. Consultants on this project will be Hampton, Lenzini & Renwick, Inc. from Elgin, IL.

Center Street Reconstruction Project: Paperwork has been received for the final payment request.

2016 BNSF (Burlington Northern Santa Fe) ROW (Right of Way) at Main and Lafayette Streets Water Main Replacement Project: Paperwork is under review for the final payment request.

2017 6<sup>th</sup> Street Water Main Replacement Project: A proposal has been received from Strand Associates, Inc. to repair the sanitary sewer lines and replacement of the existing water main to 12-16 inch water main replacements. along Sixth Street between Duvick and Reimann Avenues. The goal is to have bidding available by the end of May.

**Chief Bianchi** recommended the appointment of Elgin Attorney, Mark Schuster, as the new Administrative Adjudication Hearing Officer for the City. Coming highly recommended and well qualified, Mr. Schuster is the current hearing officer for Elgin, South Elgin, Sycamore, and Lake in the Hills. As the hearing officer for the City's new adjudication program, he will rule on parking tickets, impound hearings, code violations, and ordinance violations. The hearing officer position is an appointment position made by the Mayor.

**EMA:** No report

**Alderman Dell:** No report

**Alderman Fraser** expressed concern about a flying airplane doing stunts and stall maneuvers over the City. Described as a red plane, Alderman Fraser said he has been receiving complaints from his constituents since last summer when the plane first appeared. Chief Bianchi said he will contact the FAA (Federal Aviation Administration) to investigate.

**Alderwoman Killey** advised that the finance committee will meet immediately following this evening's Committee-of-the-Whole meeting.

**Alderman McMahon:** No report

**Alderman Redden:** Absent

**Alderman Robinson:** No report

**Alderman Scheidecker:** No report

**New Business:** None

**Audience Comments:** None

**Adjournment:**

There being no further business to come before the Council, **motion made by Alderman Robinson and seconded by Alderman Scheidecker to adjourn the Committee-of-the-Whole Council meeting at 7:50 PM. Motion carried unanimously by voice vote.**

/s/

Denise Li – City Clerk