



City of SANDWICH, ILLINOIS

City Hall Annex · 128 East Railroad Street

Committee-of-the-Whole Council Meeting

May 1, 2017 @ 7:00 PM

MINUTES

Mayor Olson called the meeting to order at 7:02 PM.

The swearing-in ceremony for the newly elected officials began with the playing of the National Anthem. After the invocation by Pastor Dell, 23rd District Circuit Court Judge Timothy McCann swore in Rick Olson as Mayor with oaths followed by City Clerk Denise Li, Aldermen Les Redden, Kevin Kelleher, Pete Dell and Sheryl Chmielewski. Kendall County Judge McCann was assisted by 23rd District Circuit Court Judge Bradley Waller from DeKalb County. Newly elected Treasurer Sandy Webber was absent.

Roll call was taken:

Present: Mayor Olson, City Clerk Li, Aldermen Chmeilewski, Dell, Kelleher, Killey, McMahon, Redden & Robinson

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

Absent: City Treasurer Webber

Mayor Olson read aloud an ABATE (A Brotherhood Aimed Toward Education) Proclamation declaring the month of May as “Motorcycle Awareness Month”

Appointments: The mayor distributed a list of proposed appointments asking Council to review. This matter will be placed on next week’s agenda.

Update on 1% Sales Tax Increase: Mayor Olson reported that he hand carried paperwork to Springfield on Thursday, April 27th, pertaining to the 1% sales tax increase. IDOR (Illinois Department of Revenue) will be notifying retailers that the new sales tax increase will take effective July 1st.

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

City Clerk explained that she continues to experience problems with e-mails not reaching their destination, or her incoming e-mails being bounced back to the sender. E-mails containing agendas and any pertinent documentation for an upcoming meeting are sent each Friday evening. She asked that she be contacted first thing Monday morning if any alderman did not receive their e-mail.

City Treasurer: Absent

Director of Public Works / City Engineer Horak:

Brush Pickup was conducted in Ward 1 today.

Hydrant Flushing commenced today and will continue through the end of the week. It is anticipated that the flushing will begin by 8 AM and finish by 4 PM daily. Two issues have occurred being a water main break at the end of Wright Drive, and a stuck open/close valve.

Property Maintenance Ordinance 2017-07 entitled "An Ordinance Amending Sections 18-111 and 18-113 of Chapter 18 of the Municipal Code of the City of Sandwich to Incorporate and Adopt the International Property Maintenance Code, 2015 Edition". Building Official Todd Steffens was present and explained the proposed changes to the Ordinance that would be applicable to the City of Sandwich. The Ordinance will be placed on next week's agenda for passage.

Fire Code & Life Safety Code: Building Official Todd Steffens distributed a copy of the Sandwich Fire Department's proposed ordinance adopting the International Fire Code 2015 and Life Safety Code of 2015. Currently, the City does not have a fire code. Both entities are working together to present to their respective boards an ordinance that covers requirements required by each of them. Amendments will be required on the City's part.

Lisbon Street Reconstruction with On-Street Parking: Bid openings will be held at City Hall at 10 AM on Wednesday, May 24th. Engineer Horak added that he has received word from ComEd that one of the poles that had previously been decided for removal may have to remain. Additionally, he has forwarded a deed for Willow Crest's review relating to the sidewalk relocation.

2017 Center Street Lighting Project: Contract documents are being finalized. A tentative start date has been scheduled for August. A preconstruction meeting has not yet been scheduled.

2017 6th Street Utilities: Engineer Horak is reviewing the specifications and engineering plans

2017 Main & Eddy Streets Railroad Crossings: Notice was received from BNSF that the railroad crossings at Eddy Street and Main Street will be closed Thursday, starting at 9 AM through 5 PM on Friday for pedestrian crossing and rail repairs.

2017 General Maintenance (HMA Section) 17-00000-01-GM: Maintenance Engineering to be Performed by a Consulting Engineer Agreement (BLR 05520) designated 5% of fees will be designated for preliminary engineering and 6% of fees will be construction engineering. \$250,000 of MFT fund has been designated for this project.

2016 General Maintenance (Concrete Section) 16-00000-01-GM: Recommendation has been made to replace the new concrete in front of 1260 Cindy Lane due to surface defect.

2016 General Maintenance (HMA Section) 16-00000-02-GM: Engineer Horak is coordinating when asphalt can be repaired on Red Fox Circle as part of the warranty.

Chief Bianchi provided an update on the City's new adjudication program that began on April 10th. He said residents are being contacted regarding property maintenance issues such exterior

maintenance of buildings, junk or non-licensed vehicles, and debris in yards. Residents have been receptive, and no citations have been issued to date.

Chief announced that the DARE (Drug Abuse Resistance Education) graduation will be held at the Middle School on Thursday, May 11th at 6:30 PM.

Chief called for Executive Session at the end of the meeting for personnel under Section 2 (C)(1). No action will be taken after the Executive Session.

Lastly, Chief requested a payout of 80 hours of unused sick leave hours. No action was taken.

EMA Director Ciciora: No report

Alderman Chiemlewski: No report

Alderman Dell: No report

Alderman Kelleher mentioned the parking issues at Willow Crest, and that the homeowner on the corner of Lisbon & Main Streets has complained that his yard is being torn up by parked vehicles. Engineer Horak said some of the parking issues will be resolved this summer under the project that is up for bid later in the month. Chief Bianchi, Engineer Horak and Alderman Kelleher agreed to meet at the resident's home to inspect the damage.

Alderman Killey advised that the finance committee will meet the City Hall at 9 AM on Friday, May 5th, 2017.

Alderman McMahon: No report

Alderman Redden: No report

Alderman Robinson reported that Dispatcher Nancy Holcomb has requested a payout of 81 unused vacation hours and a carryover of 80 vacation hours. Additionally, Officer Todd Russell has requested a payout of 80 unused sick time hours. No action was taken.

New Business: None

Audience Comments: None

Executive Session

Motion made by Alderman Redden and seconded by Alderman Robinson to go into executive session at 7:52 PM, pursuant to Section 2(c)(1) "The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity." Aye: Aldermen Chmielewski, Dell, Kelleher, Killey, McMahon, Redden & Robinson Nay:0 Motion carried 7:0

Motion to return from Executive Session: **Motion made by Alderman Robinson and seconded by Alderman Redden to return to regular session at 8:12 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 8:14 PM. Motion carried unanimously by voice vote.**

/s/ Denise Li – City Clerk