



City of SANDWICH, ILLINOIS

City Hall Annex · 128 East Railroad Street

Committee-of-the-Whole Council Meeting
September 4th, 2018 @ 7:00 PM

MINUTES

City Clerk Ii called the meeting to order at 7:50 PM.

Roll call was taken:

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

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

Mayor Olson:

Financial Firm Discussion: The City has received quotes from Sikich, LLP and Lauterbach & Amen, LLP to oversee the City's financial needs. The quotes from both companies were similar in cost (\$3,500 / month) and included tasks such as reconciling accounts, preparing monthly management budget reports, and act in the capacity of a financial advisor. Lauterbach & Amen would be available to attend Council meetings but also required a 2-month 'start up' charge. Mayor Olson understood that this fee is negotiable. The City's accounting position has been vacant since November, 2016.

Convention & Visitors Bureau Issues: Timber Creek has expressed displeasure with exposure through the Aurora Area Convention & Visitors Bureau (AACVB) and the DeKalb County Convention & Visitors Bureau (DCCVB). In February, the City did not renew their contract with the AACVB and chose to sign a contract with DCCVB. The Mayor is a sitting member on the DCCVB board but because of the created strife, he has recently resigned. He suggested that the City no longer collect a bed tax; however, Alderman Dell questioned the legality of such a move. He felt that the bed tax was not restricted to just promoting the hotel but also used to entice people to visit Sandwich. This matter will be placed on next week's agenda for a vote.

City Hall "Folder-Inserter" Machine: City staff has been forced to hand stuff water bills and the recent water survey mailing due to equipment failure. The current machine was bought in October, 2013, and City Hall is unable to locate a business that will service the machine for repairs. The Mayor has signed a purchase agreement with Neopost for a replacement machine at a cost of \$4,114.25. The annual service agreement will cost approximately \$624.00.

Foster, Buick, Conklin & Lundgren LLC: No report

City Clerk Ii: No report

City Treasurer: No report

Director of Public Works / City Engineer Horak:

ZBA2018-01 (1251 E. 6th Street): ZBA (Zoning Board of Appeals) approved the reduction of required off-street parking spaces from a required 84 spaces to a permitted 46 spaces by a vote of 6-0 at the August 28th regular meeting. At the same meeting, they also approved to increase an allowable one entrance / exit to two entrances / exits by a vote of 6-0.

Wells Street – Hall to Church: Engineer Horak proposed using \$50,000.00 from line item 010.0102.90.6800 (general funds) to reconstruct sidewalks on both sides of the street. Mayor Olson added that Senator Tim Bivens has contacted the City proposing a \$50,000 grant for sidewalks. This matter will be placed on next week's agenda for a vote.

Illinois Safe Routes to Schools Program – Cycle 2019: Prior to the meeting, Engineer Horak received a proposal for application costs in the amount of \$8,252.00. Engineer Horak recommended using line item 010.0102.90.6800 as a funding source for this program. A meeting is scheduled with the school district on September 17th for survey review, and the grant application deadline is November 19th.

Chief Bianchi: No report

EMA: No report

Alderman Chiemlewski: No report

Alderman Dell: No report

Alderman Kelleher: No report

Alderman Killey advised that the finance committee would meet immediately following this evening's Council meeting.

Alderman McMahon: No report

Alderman Redden: No report

Alderman Robinson: No report

New Business: None

Audience Comments: None

Adjournment:

There being no further business to come before the Council, **motion made by Alderman Redden and seconded by Alderman Robinson to adjourn the Committee-of-the-Whole Council meeting at 8:20 PM. Motion carried unanimously by voice vote.**

/s/ Denise Li – City Clerk