



City of SANDWICH, ILLINOIS

City Hall Annex · 128 East Railroad Street

Committee-of-the-Whole Council Meeting

September 17th, 2018 @ 7:00 PM

MINUTES

City Clerk li called the meeting to order at 7:00 PM.

Roll call was taken:

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

Absent: Alderwoman Chmiewlewski

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

Mayor Olson:

“Takin’ it to the Streets”: Mayor Olson thanked Marcie Davis and the First Apostolic Church for their public prayer event held on September 16th. This was the second year for the event that included prayers for the City’s government, police, fire department, schools, and businesses. The family-friendly event also included games and food.

Jim Prescott / TransCanada Pipeline Update: ANR Pipeline, owned by TransCanada Pipeline, has completed a \$60 million update on their compressor station located at the intersection of Sandy Bluff and Millhurst Roads. Mr. Prescott stated that community investment is important, and that TransCanada used local labor and bought locally for construction needs. He welcomed the Council to view the facilities. The City took the opportunity to thank TransCanada on awarding them a grant for a storm siren replacement.

Discussion on Liquor Licenses: Requests to increase the number of Class K liquor licenses has come before the Council twice this year, and both times were rejected. There are 2 Class K liquor licenses currently assigned to video gaming parlors. The consensus of the Council is to review business plans on any applications before increasing the number of any class of liquor licenses. Several aldermen said their constituents have expressed there are too many liquor establishments and video gaming machines in town.

Financial Assistance Discussion: The topic was diverted to City Clerk li, she met with Lauterbach & Amen staff on Thursday, September 13th, regarding the City’s financial reconciliations. She reported that software was downloaded to enable remote access, and that Lauterbach was to begin training this week on the accounting system. At this point in time, Mack & Associates are ‘on hold’ until all bank accounts have been reconciled and mispostings / duplicate entries have been corrected.

Discussion on Seceding from DeKalb County Travel Bureau: The City collects a 3% 'bed tax' from the local hotel of which 90% goes to DeKalb County Travel Bureau, and the remaining 10% goes to the City for tourism purposes. Timber Creek feels they are not receiving adequate exposure by the bureau that is a similar complaint when the City belonged to the Aurora Area Convention & Travel Bureau. Calling the situation volatile, Mayor Olson suggested temporarily rescinding the collection of the bed tax saying it can always be reinstated later. A straw poll favored to continue to collect the bed tax and remain with the DeKalb County Travel Bureau. Council felt the funds collected to promote tourism within the community exceeded the displeasure of one business.

Payout of Unused Vacation Hours / Jim Bianchi: Chief Bianchi's anniversary is approaching, and he has requested a payout of 72 unused vacation hours and a rollover of 80 vacation hours. No action was required.

Foster, Buick, Conklin & Lundgren LLC:

Discussion on Resolution 18-07 entitled "A Resolution Requesting the County to Reclassify Certain Territory Within It's Corporate Boundaries (Owned by the City of Sandwich) to be Identified as Perpetually and Exclusively for Roadway Use".

Attorney Harrill explained that many tax-exempt properties held by the City are roadways. The purpose of the Resolution is to declare said tax-exempt properties as an ongoing perpetual use as roadways, and that said properties be removed from the tax rolls. In addition, the Counties will designate said properties for roadway use.

City Clerk li reported that Lisa Mangers' anniversary is at the end of the month, and she has 167 hours of unused vacation time. She has recorded to carryover 80 hours and get paid for 87 hours of unused vacation time. No action was required.

City Treasurer: No report

Director of Public Works / City Engineer Horak:

2018 Sandwich Fair – Discussion of Traffic Control Plan for 2019: Engineer Horak distributed a map of traffic control for the fair traffic. Although Lisbon Street has been barricaded in the past, it was not well received this year. He will be working with the police department and the fair board for alternate routes for next year.

Illinois Safe Routes to Schools – Cycle 2019: The application deadline for the reimbursable grant is due by November 19, 2018. The City is waiting for school travel routes / plans from the school district and completed surveys from parents. Engineer Horak suggested creating a line item in the budget for the grant money.

2018 Stormwater Conveyance Analysis: A public stakeholders meeting will be held as part of the October 1, 2018 of the Committee-of-the-Whole Meeting.

2018 Sanitary Sewer System Conveyance Analysis – Phase 1: A public stakeholders meeting will be held as part of the October 15, 2018 of the Committee-of-the-Whole meeting. Both meetings will provide an opportunity for ideas and suggestions for solutions.

Snowplow Damage to Mailboxes: Engineer Horak addressed an annual problem of mailbox damage due to snowplows citing cul-de-sacs as the main problem. Before winter, staff will inspect free standing mailboxes and notify owners accordingly on the condition of the mailboxes. Burden of proof will fall on the homeowner that the City caused the damage, and not an independent contractor hired to remove snow. Council agreed on a \$50.00 maximum reimbursement for damaged mailboxes.

Brush Pickup: October will be the final month for brush pickup. The Council will be setting leaf collection dates in the upcoming weeks.

Well #2 Maintenance: A proposal has been received from Layne-Christensen to perform maintenance work on Well #2. The estimate is for work on a time and material basis, and not encountering any unusual circumstances. Quote is \$45,000 for pull pump and maintenance, or \$60,000 as the worst scenario for repairs below the pump head that require replacement. According to Layne's records, the pump was purchased in 1959, and required maintenance in 1975, 1984, 1991, and 2007.

Announcement: Weather permitting, S. Main Street will be closed between College Street and Fayette Street on Thursday, September 20th at approximately 8:15 AM for storm water repairs. E. Hall Street will be closed from S. Main Street to S. Wells Street at the same time. Public works expect that S. Main Street will be open prior to the end of the school day; however, E. Hall Street may remain closed beyond 3:00 PM.

Chief Bianchi: No report

EMA: No report

Alderman Chiemlewski: Absent

Alderman Dell inquired if the monthly contract amount payable to Harbour Construction for the public safety building will continue. Mayor Olson said after payment of the now due invoice, monthly allotments will discontinue.

Alderman Dell complimented Lisa Beins on an outstanding job landscaping the downtown area. Council acknowledged that they have received many compliments.

Alderman Kelleher: No report

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

Alderman McMahon asked the status on the upcoming “Taste of Sandwich” to be held on Wednesday, September 26th. Alderman Robinson said he placed the order with Art’s, and encouraged everyone to assist that evening.

Alderman Redden: No report

Alderman Robinson reported that Police Officer Todd Russell has requested 80 hours of unused vacation time be rolled over and a payout of 60 unused vacation hours. No action was required.

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 8:08 PM. Motion carried unanimously by voice vote.**

/s/ Denise li – City Clerk