



# City of SANDWICH, ILLINOIS

City Hall Annex • 128 East Railroad Street

## Committee-of-the-Whole Council Meeting

October 3, 2016 @ 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, Fraser, Killey, McMahon, Moran, Robinson & Scheidecker

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

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

### Mayor Olson

Fire / Building Inspections Fee Schedule: Mayor Olson passed on this topic until a future meeting. He had anticipated he would have information to share with the Council but was still obtaining data from the different departments. He said he would like to see the fee schedule enacted at the same time as the proposed adjudication program and proposed business registration.

Foster, Buick, Conklin & Lundgren LLC: No report

City Clerk sought confirmation that Halloween trick and treating hours for October 31<sup>st</sup> will remain the same as in past years as 4 PM – 7 PM. Council concurred. A resolution will be prepared for passage next week.

City Treasurer: Absent

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

Electronics Recycling will be held on Saturday, October 8<sup>th</sup>, 2016 from 12:30 to 2:30 PM at the Duvick Avenue water tower located at 750 N. Duvick Avenue.

Brush Pickup is scheduled this week for Ward 1. It will be the final pickup for the 2016 season.

Permit to Occupy Subsidewalk & Substreet Space: An application for the permit has been received from DeBauche Communications located in Green Bay, Wisconsin. They represent WIN, LLC who proposes to tie into existing fiber optic located at the southeast corner of Eddy and Center Streets, continuing east on Center Street to Latham Street, and then going north on Latham Street to 3<sup>rd</sup>

Street. Engineer Horak said currently there is no fee to be collected and recommended that the City investigate a fee structure for future projects. The permit application will be placed on next week's agenda for approval.

Leaf Vacuuming is tentatively scheduled to begin Monday, October 24<sup>th</sup> and will run for six (6) weeks.

BNSF ROW (Right of Way) at Main and Lafayette Streets Water Main Replacement Project: The contractor has pushed his mobilization date back to the beginning of November. Indication is that the contractor would like to close both streets simultaneously. Lafayette Street traffic would be detoured to Latham Street, and Main Street traffic would be diverted to Eddy Street.

Center Street – Green to Main Street Reconstruction Project: The contractor has scheduled Wednesday through Friday to make necessary repairs on Center Street. On Wednesday, the contractor will dig up the four (4) water service locations. On Thursday, connection repairs will be made, and on Friday rebar will be placed and concrete poured. The repair job is planned to be completed on Friday with the barricades being removed Friday afternoon.

Announcements: The final exterior coat is being applied to the Duvick Avenue water tower.

Concrete street work continues in Webb and Thomas Subdivisions. Engineer Horak indicated that he has not heard from the contractor regarding the hot mix street repairs noting that asphalt plants will be closing at the end of the month for the season.

Chief Bianchi provided an update on the Cadet program as it nears its first anniversary. Community Officer Mike Nelson is in charge of the program, and under his direction, the cadets have participated in traffic control for the fair, car shows, and homecoming; were actively involved in the DARE program and the DARE golf outing; have assisted the DeKalb County TRIAD (Talk, Respond, Involve, Assist, Deterrent) for the elderly; and will be assisting with the upcoming Moose Lodge kids & elderly ID kits. The cadets have logged in 2,184 donated hours in nine (9) months. There are currently five (5) cadets in the program, and applications are being reviewed to increase the program to ten (10) cadets for next year.

EMA Director Tom Ciciora reported that the sirens have been shipped and will be installed next week, weather permitting.

Alderman Dell: No report

Alderman Fraser: No report

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

Alderman McMahon reported that he host a meeting on Saturday at 10:00 AM with the landlords from Wilshire and Wentworth apartments.

Alderman Moran: No report

Alderman Redden: Absent

**Alderman Robinson** reported that Pennie Van Pelt's anniversary is October 4<sup>th</sup>, and she has requested that 80 hours be rolled over, and further requested a payout of 49 hours. Wendy Flower's anniversary is October 27<sup>th</sup>, and has requested to be paid 161 vacation hours.

Alderman Robinson continued to report on the Taste of Sandwich. A rainy forecast was blamed for the low turnout when compared to previous years. The City served 550 hot dogs.

**Alderman Scheidecker** reported that he had met with Glen Bloemker, David Kurtz and Karen Bark regarding their IT services for the City. Glen Bloemker has indicated that he has 4-6 hours remaining on the completion of the police department's security audit compliance and server maintenance on the City's and police department's servers. David Kurtz is projecting 3-5 hours to complete his portion of the police department's security audit and maintenance on the City's server. Alderman Scheidecker was given the impression that the projects had been put on hold several months ago, and stressed the need to resume the maintenance updates. The City has not entered into a contract but has budgeted funds for IT services.

**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 Moran to adjourn the Committee-of-the-Whole Council meeting at 7:27 PM. Motion carried unanimously by voice vote.**

/s/ Denise li – City Clerk