



# City of SANDWICH, ILLINOIS

City Hall Annex · 128 East Railroad Street

## Committee-of-the-Whole Council Meeting

December 4, 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 Chmielewski, Dell, Kelleher, Killey, McMahon, O'Sullivan & Redden

Alderman Robinson arrived at 7:02 PM

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

**Absent:** City Treasurer Webber

### Mayor Olson:

Appreciation Presentation: Roger Tuttle, representing the annual Early Days Small Engine show held the last weekend in June, read a Certificate of Appreciation to the City thanking them for the success of the event.

Tax Levy Discussion: Mayor Olson explained that the tax levy ordinance must be filed by the end of the month and requested the Council review numbers before passage. The City received \$1.5 million from the current levy. DeKalb County does have a tax cap of 5% meaning any request exceeding this percentage will require a public hearing. The tax levy amount is based on the CPI (consumer price index) that was .7% last year and is 2.1% this year. Alderman Dell advised that at a higher CPI rating, it would increase the levy by \$32,000, or roughly \$10 per taxed property. It was stressed that this tax increase would affect only the City's portion of the real estate tax bill. Discussion will continue next week affording the Council adequate time to review the proposed levy.

Water Issues Discussion: Although there were a number of audience members that shared their experiences of the October flooding, Mayor Olson directed the conversation to a future solution to the flooding issues by asking Council to identify and prioritize what areas of town needed immediate attention with particular attention to cost allocation. Council will address at the budget planning stage starting in February. In October, the City received 7.58 inches of rain in a 24-hour period that is a considered a 100-year flood. The City has had three such '100-year floods' in the past 5 years. The Mayor requested a small committee be formed for the purposes of fact gathering on how flooding is affecting areas in town and present their findings to the Council.

Ordinance 2017-18 entitled “Ordinance Abating the Tax Heretofore Levied for 2017 to Pay the Debt Service on a Portion of \$5,600,000 General Obligation Waterworks Refunding Bonds (Alternate Revenue Source) of the City of Sandwich, DeKalb and Kendall Counties, Illinois” was presented for first reading. Funds for the repayment of the bonds are derived from water / sewer revenues, and are abated from the tax levy. This ordinance will be passed simultaneously with the tax levy ordinance.

Ordinance 2017-19 entitled “An Ordinance Adopting a Policy Prohibiting Sexual Harassment for the City of Sandwich” was presented for first reading. At the suggestion of the Illinois Municipal League (IML), the template ordinance has been distributed statewide, and will become part of the City’s Municipal Code. Public Act 100-0554 mandates that all governmental units adopt an ordinance or resolution establishing a policy prohibiting sexual harassment by January 15, 2018.

Discussion on Meeting Cancellation: At last week’s meeting, Council amended the upcoming holiday schedule with Monday and Tuesday, December 25 & 26, to be closed. The last Council meeting of the month would be held on December 27<sup>th</sup>. Council agreed to cancel the regular meeting. The COW meeting will meet on Tuesday, January 2, 2018.

**Foster, Buick, Conklin, Lundgren & Tritt, LLC:** Attorney Jessica Harrill has rejoined the law firm of Foster & Buick.

**City Clerk li** distributed the 2018 city holidays and meetings schedule for review. Council will approve at next week’s meeting.

**City Treasurer:** Absent

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

2017 5<sup>th</sup> & 6<sup>th</sup> Street Sanitary Sewer Lining Project: A preconstruction meeting is scheduled City Hall for Thursday, December 7<sup>th</sup>, 2017 at 9:30 am.

Leaf Vacuuming: Because of leaves still on many trees, the schedule has been extended for one week, and the program will end on December 8<sup>th</sup>.

Electronics Recycling will be held on Saturday, December 9<sup>th</sup>, 2017, between the hours of 12:30 – 2:30 pm at the Duvick Avenue water tower located at 750 N. Duvick Avenue. With new laws regarding electronic waste, and the City’s contract expiring in 2017, it is uncertain if the program will continue or if Sandwich will continue to be a drop site. New laws allow recyclers to establish their own fee(s) for collection.

Municipal Sanitary Sewer Service Rates: Per the City’s Municipal Code, Section 78-211(b), the municipal sewer user rates will increase annually by 2%. The new rate will take effect January 2, 2018 by an increase of \$.13 / 1,000 gallons. The 2017 current rate is \$6.65 and will increase to \$6.78.

BUILD Incentive Program: The program was initiated in November, 2015, and will expire May 31, 2018 per Resolution 16-10. Since the inception of the program, 8 permits were issued and a total of

\$49,700 was waived of City costs to encourage new construction. Council will need to consider if the program is to be extended or discontinued.

Illinois Public Risk Fund has reserved \$16,098 through their grant program for safety equipment. Water / Streets Superintendent Pruski has completed the necessary paperwork, and has started making purchases.

**Chief Bianchi:** No report Mayor Olson commented that there has been concern raised about students crossing at Water and Main Streets. He said he will talk with the City Engineer noting there may be need for more signage or street markings.

**EMA:** No report

**Alderman Chiemlewski** provided an update for the 2020 census. After investigating the demands of the census, she concluded that the City has neither the staff nor equipment to conduct the consensus. An example given was the need for a separate, password protected, computer with a designated location at City Hall. Additionally, all census information, documentation, and reporting must be maintained in a locked room. The City can opt out, and another governmental agency can take on the responsibility. Mayor Olson suggested checking with other communities noting that Yorkville hired an outside firm to conduct their census report.

**Alderman Dell:** No report

**Alderman Kelleher:** No report

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

**Alderman McMahon:** No report

**Alderman O'Sullivan:** No report

**Alderman Redden:** No report

**Alderman Robinson,** as personnel chairman, advised that public works employee, Sean Horan, has requested a payout of 20 unused vacation hours and a carryover of 40 unused vacation hours. No motion was required.

**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 Redden to adjourn the Committee-of-the-Whole Council meeting at 8:28 PM. Motion carried unanimously by voice vote.**

/s/ Denise li – City Clerk