



# City of SANDWICH, ILLINOIS

City Hall Annex • 128 East Railroad Street

## Committee-of-the-Whole Council Meeting

December 5, 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, Killey, McMahon, Redden & Robinson

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

**Absent:** Aldermen Fraser & Scheidecker; City Treasurer Webber

### Mayor Olson

Michele Hoisington Full-Time Status: Michele Hoisington has been a part-time employee for the past two (2) years, and now with the resignation of Tim Barker, it was the recommendation of Mayor Olson to promote Michele to a full-time position beginning on December 12, 2016. Her salary would be \$44,245.00, and she would receive two (2) weeks vacation. She will take on some of the duties of the former finance director including payroll and accounts payable. Additionally, Mayor Olson said he is interviewing for a part-time accountant.

Health Insurance Update: Concern was raised when the City received December's invoice for health insurance, and the cost savings were not reflected. It was determined that the billing was generated before the new policy was activated. The City was advised to pay the current invoice, and an adjustment will be made on the next month's billing.

Surplus Auction Reminder: The surplus auction will be held on Saturday, January 14, 2017 at the police station located at 308 E. College Street. Viewing will start at 9 AM, and the auction will commence at 10 AM.

Park District Ice Rink: On Saturday, December 10<sup>th</sup>, the Park District will fill the ice rink with the assistance of the fire department. A request was made by the Park District to waive water costs to fill the rink. Council was in agreement, and no further action was taken.

Foster, Buick, Conklin & Lundgren LLC: No report

**City Clerk:**

**Review of 2017 Holiday & Meetings Schedule:** The proposed 2017 holiday schedule calls for nine (9) days the City will be closed, and eleven (11) paid holidays for staff. Schedule changes in 2017 include the Plan Commission and Zoning Board of Appeals regularly scheduled meetings to start at 6:30 PM, unless otherwise posted. The Finance Committee will meet following each bi-monthly Committee-of-the-Whole Council meetings.

**Review of Abstract of Votes on the 1% Sales Tax Increase:** A total of 3,210 ballots were cast at the November 8, 2016 election. The request to increase the sales tax by 1% failed by 313 votes. Clerk li advised that both DeKalb and Kendall have received Resolution 16-09 requesting that the 1% sales tax increase referendum be placed on the April 4, 2016 ballot.

**City Treasurer:** Absent

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

**2016 Clark Street Emergency Generator Project:** Halm Electrical Contracting, Inc. has submitted Pay Request #1 in the amount of \$22,896.00 that covers the bond and generator pad. The generator was set today (Monday, December 5<sup>th</sup>).

**Center Street – Green to Main Reconstruction Project:** Gensini Excavating, Inc. has submitted their final pay request through November 9<sup>th</sup> in the amount of \$854,080.98. Engineer Horak is reviewing the documentation and noted there were some missing lien waivers. If the missing waivers are submitted in time, this matter will be placed on next week's agenda for roll call approval.

**Commercial Downtown Street Lighting:** Underground wires need to be replaced in the alley next to DoJo's. Engineer Horak estimates there will be sixty (60) feet of trenching for cable replacement that was initially installed in 1955. He also noted that funding will need to be added to next year's budget to replace the downtown area lights. In 1999, the City received an estimate cost of \$1million.

**Electronic Recycling** will be held on Saturday, December 10<sup>th</sup>, 2016, from 12:30 – 2:30 PM at the Duvick Avenue water town located at 750 N. Duvick Avenue.

**ComEd Underground Wire Replacement:** ComEd will be replacing underground electrical wires in the rear yards between Cedar and Elm Streets, generally from 6<sup>th</sup> Street to McQuown Street, in January 2017.

**Agreement with DC Trash of Illinois:** A copy of the new agreement was provided to Council regarding the monthly collection. The agreement is the same as last year with the exception of costs being added for Freon appliances.

**Snow Removal Operations:** Rules for snow removal will be placed on the City's website. The City's goal is to have all streets plowed and salted within six (6) hours after the snow has stopped. The main streets and school areas are plowed first. If the snow continues overnight, crews will be sent home and return by 4 AM to continue plowing and salting. There will be a twelve (12) hour parking restriction on streets with two (2) inches or more accumulation. Residents are requested not to snow blow into the street.

**Chief Bianchi**: No report

**EMA**: No report

**Alderman Dell**: No report

**Alderman Fraser**: No report

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

**Alderman McMahon**: No report

**Alderman Redden**: No report

**Alderman Robinson**: No report

**Alderman Scheidecker**: Absent

**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 7:35 PM. Motion carried unanimously by voice vote.**

*/s/* Denise Li – City Clerk