



Regular City Council Meeting Agenda

Monday, May 19, 2025

Immediately following Committee-of-the-Whole Council Meeting
City Hall Annex - 128 East Railroad Street, Sandwich, IL 60548

1. Call to Order

2. Roll Call

3. Audience Comments

4. Consent Agenda:

Motion to adopt the Consent Agenda as a whole. (All matters listed are considered to be routine by the City Council and will be enacted by one motion. If discussion is desired, that item will be removed from the Consent Agenda and considered separately).

A. Approval of Minutes from the Committee of the Whole meeting of April 21, 2025

B. Approval of Minutes from the Regular City Council meeting of May 5, 2025

C. Approval of Minutes from the Committee of the Whole City Council meeting of May 5, 2025

D. Approval of Monthly Treasurer & Financial Reports

5. Mayor's Report: Todd Latham

6. Attorney's Report:

Attorney Cassandra Gottschalk / Foster, Buick, Conklin, Lundgren & Gottschalk LLC

7. City Clerk's Report: Denise li

8. Treasurer's Report: Sandra Koehler

9. City Administrator's Report: Geoff Penman

10. City Department's Reports

A. EMA – Tony Eberle

B. Police - Chief Kevin Senne

C. Engineering – Curt Dettmann

11. Council Reports

Alderman Adam Arnett

Alderman Matt Chunn

Alderman Don Danko

Alderwoman Karsta Erickson

Alderwoman Genelle Inman

Alderman Jay Ketchum

Alderman Fred Kreinbrink

Alderman Rich Robinson

12. Old Business

- A. Discussion and possible Action to revise section 98-145 (Airport Area Development) of the Sandwich Municipal Code

13. New Business

- A. Approval of Invoices totaling \$116,549.63
- B. Discussion and possible action to approve Disposal Ordinance 25-04
- C. Discussion and possible approval of Ordinance 2025-05 to declare certain property as Surplus
- D. Discussion and possible action to convey a portion of Oak Bend roadway to Phase 4FW, LLC
- E. Discussion and possible action to waive competitive bidding for annual Sludge Hauling agreement
- F. Action to authorize the mayor to renew annual sludge hauling permit with Stewart Spreading.
- G. Discussion and possible action to waive competitive bidding for the annual manhole lining project.
- H. Discussion and possible action to authorize the mayor to enter into an agreement with Innovative Underground for manhole relining services in an amount not to exceed \$80,000.
- I. Discussion and possible action to issue a Special Temporary License per section 6.48 (b) (1) (2) (3) of the City of Sandwich Municipal Code to the Sandwich Opera House for an outdoor event on June 8, 2025

14. Executive Session

- A. Executive Session for personnel under 5 ILCS 120/2(c)(1); Discussion of purchase or lease of real property under 5 ILCS 120/2 (c)(5) and Litigation under 5ILCS120/2 (c)(11).

15. Possible Action following Executive Session

- A. Discussion and possible approval of annual contract for Police Chief Kevin Senne (Tabled)
- B. Discussion and possible approval of annual contract for City Administrator Geoff Penman (Tabled)
- C. Discussion and possible adoption of Resolution 25-10 to allow for the purchase of Out-of-State IMRF Service Credit. (Tabled)

16. Announcements

- A. Public Open House to discuss the Main Street Project will be held Thursday, May 22, 2025, at 6:00 p.m.
- B. The next Finance Committee Meeting will take place on June 2, 2025 at 6:30 p.m.
- C. The next Committee of the Whole Council meeting will be held June 2, 2025 at 7:00 p.m
- D. The next Regular Meeting of the Sandwich City Council will be held on June 2, 2025 immediately following the Committee of the Whole meeting
- E. The next Technology Committee will take place on June 12, 2025, at 6:00 p.m.

- F. The next Historical Preservation Committee will take place on June 12, 2025, at 7:00 p.m. or immediately following the Technology Committee Meeting
- G. The next Citizens Advisory Committee Meeting will take place on June 12, 2025, at 8:00 p.m. or immediately following the Historical Preservation Committee Meeting

17. Adjournment

CITY OF SANDWICH

MEMORANDUM

TO:	Todd Latham, Mayor
FROM:	Geoff Penman, City Administrator Denise li, City Clerk Nick Grube, Street Superintendent Brad Eade, Wastewater Superintendent
DATE:	May 16, 2025
SUBJECT:	Disposal of City Assets – Disposal Ordinance 2025-04

Background

Pursuant to 65 ILCS 5/11-76-4.1 the City of Sandwich disposes of property it deems to be "no longer necessary, useful to, or for the best interests of the City of Sandwich". As indicated in the ordinance, disposal can be through sale, trade-in, scrap or donation. The city will determine the most economical method of disposal possible.

Discussion

Please see Exhibit A of Disposal Ordinance 2025 - 04 so that these units may be disposed of in the most efficient method available, staff is recommending that the following assets be approved for disposal by the city. These items have reached the end of their useful life for the City of Sandwich and will be auctioned if possible, online.

Recommendation

That the City Council adopt Ordinance 2025-04 to authorize the disposal of the attached listed City assets.

CITY OF SANDWICH

ORDINANCE No. 2025 - 04

**AN ORDINANCE DECLARING CERTAIN CITY
PROPERTY AS SURPLUS AND
AUTHORIZING SALE OR DISPOSAL**

WHEREAS, the City of Sandwich, Dekalb and Kendall Counties, Illinois has accumulated certain personal property which has been used for various purposes; and

WHEREAS, the City staff has determined that certain items of personal property are beyond their useful service life or are no longer needed for any Purpose of the City; and

WHEREAS, the City of Sandwich Municipal Code authorizes the City to dispose of items of personal property, when in the opinion of three-fifths (3/5) of the members of the Council then holding office, such property is no longer necessary, useful to, or for the best interests of the City; and

WHEREAS, the City has previously adopted a policy for disposition of City personal property.

NOW, THEREFORE BE IT AND IT IS HEREBY ORDAINED BY THE ALDERMAN OF CITY OF SANDWICH, DEKALB COUNTY, ILLINOIS, AS FOLLOWS:

Section One: It is hereby found and determined by the Alderman of the City of Sandwich that the items of personal property described in Exhibit A, attached hereto, and incorporated herein, are no longer necessary, useful to or for the best interests of this City.

Section Two: That the city staff is hereby authorized to convey or sell the personal property described in Exhibit A in accordance with the city policy on disposition of personal property.

Section Three: This ordinance shall be effective immediately upon passage and approval by a three-fifths majority of the members of this Council.

Section Four: All prior ordinances, resolutions, orders or policies in conflict herewith, be and the same hereby are, repealed to the extent of the conflict herewith.

ROLL CALL VOTE:

Ayes: _____

Nays: _____

Absent: _____

Abstain: _____

PASSED and APPROVED this ____ day of _____, 2025.

CITY OF SANDWICH

By: _____
Mayor

ATTEST: _____
City Clerk

SEAL

CITY OF SANDWICH

MEMORANDUM

TO:	Todd Latham, Mayor
FROM:	Geoff Penman, City Administrator Denise li, City Clerk
DATE:	May 16, 2025
SUBJECT:	Disposal of Surplus Property – Disposal Ordinance 2025-05

Background

Pursuant to 65 ILCS 5/11-76-4.1 the City of Sandwich disposes of property it deems to be "no longer necessary, useful to, or for the best interests of the City of Sandwich". As indicated in the ordinance, disposal can be through sale, trade-in, scrap or donation. The city will determine the most economical method of disposal possible.

NOTE: This particular property was deeded to the City of Sandwich as part of the 3rd amendment to the Fairwinds Subdivision annexation agreement. In that document phase 4 was separated from the first 3 phases of the development and vacated. This particular parcel was developed and could not be vacated with the remainder of Phase 4. The parcel has roadway on it currently, but as part of the plans for Phase 4 this section of road is to be repaved with the remainder of Phase 4. After the project is done all of the roads in Phase 4 will be dedicated to the city at that time.

Discussion

Please see Exhibit A of Disposal Ordinance 2025 - 05 so that this property be disposed of. Staff is recommending that the following property to be declared as surplus and approved for disposal by the city:

The following described real estate, situated in DeKalb County, State of Illinois, the following described real estate to-wit:

Commonly known as: the improved portion of Oak Bend Road located southwesterly of Lots 28 & 261 of Fairwinds of Sandwich PUD, Phase 3

PIN: 19-26-151-034

Recommendation

That the City Council adopt Ordinance 2025-05 to authorize the disposal of the property as described in Attachment A.

CITY OF SANDWICH

ORDINANCE No. 2025 - 05

AN ORDINANCE DECLARING CERTAIN CITY PROPERTY AS SURPLUS AND AUTHORIZING SALE OR DISPOSAL

WHEREAS, the City of Sandwich, Dekalb and Kendall Counties, Illinois has accumulated certain personal property which has been used for various purposes; and

WHEREAS, the City staff has determined that certain items of personal property are beyond their useful service life or are no longer needed for any Purpose of the City; and

WHEREAS, the City of Sandwich Municipal Code authorizes the City to dispose of items of personal property, when in the opinion of three-fifths (3/5) of the members of the Council then holding office, such property is no longer necessary, useful to, or for the best interests of the City; and

WHEREAS, the City has previously adopted a policy for disposition of City personal property.

NOW, THEREFORE BE IT AND IT IS HEREBY ORDAINED BY THE ALDERMAN OF CITY OF SANDWICH, DEKALB COUNTY, ILLINOIS, AS FOLLOWS:

Section One: It is hereby found and determined by the Alderman of the City of Sandwich that the items of personal property described in Exhibit A, attached hereto, and incorporated herein, are no longer necessary, useful to or for the best interests of this City.

Section Two: That the city staff is hereby authorized to convey or sell the personal property described in Exhibit A in accordance with the city policy on disposition of personal property.

Section Three: This ordinance shall be effective immediately upon passage and approval by a three-fifths majority of the members of this Council.

Section Four: All prior ordinances, resolutions, orders or policies in conflict herewith, be and the same hereby are, repealed to the extent of the conflict herewith.

ROLL CALL VOTE:

Ayes: _____

Nays: _____

Absent: _____

Abstain: _____

PASSED and APPROVED this ____ day of _____, 2025.

CITY OF SANDWICH

By: _____
Mayor

ATTEST: _____
City Clerk

SEAL

EXHIBIT A

The following described real estate, situated in DeKalb County, State of Illinois, the following described real estate to-wit:

That part of Plat of Vacation of Fairwinds of Sandwich PUD, Phase 4, recorded December 2, 2013, as Document 2013014895 in part of the north half of Section 26, Township 37 North, Range 5, East of the Third Principal Meridian, DeKalb County, Illinois, described as follows:

BEGINNING at the northwest corner of Lot 28 of Fairwinds of Sandwich PUD, Phase 3, recorded October 3, 2005 as Document 2005019796; thence south 34 degrees 22 minutes 43 seconds west 42.98 feet; to a point of curvature; thence along an arc of a curve concave to the northwest, having a radius of 333.00 feet, having a chord bearing of south 50 degrees 48 minutes 51 seconds west, 191.04 feet; thence north 23 degrees, 32 minutes 13 seconds west, 66.01 feet to a nontangent curve; thence along the arc of a curve concave to the northwest, having a radius of 267.00 feet having a chord bearing of north 50 degrees 54 minutes 41 seconds east, 154.09 feet to the a point of tangent; thence north 34 degrees 22 minutes 43 seconds east, 42.98 feet; thence south 55 degrees 37 minutes 17 seconds east, 66.00 feet to the place of beginning, containing 0.327 acres, more or less, all in DeKalb County, Illinois.

Commonly known as: the improved portion of Oak Bend Road located southwesterly of Lots 28 & 261 of Fairwinds of Sandwich PUD, Phase 3

PIN: 19-26-151-034



Ordinance 2025-05 Exhibit A 05.19.2025

Sec. 6-48. Special temporary licenses.

- (a) *Charitable and benevolent organizations.* The mayor shall have the power to issue temporary licenses for the sale at retail of alcoholic beverages, limited only to beer and wine, to any banquet, picnic, fair, game, bazaar or similar assembly. Such temporary licenses shall be only issued to a fraternal, benevolent, charitable or religious organization organized not for pecuniary profit. Such temporary licenses shall be issued for a period not to exceed three calendar days. No more than two such temporary licenses shall be granted to any such organization in any one period of seven calendar days. Such licenses shall not permit the sale of alcoholic beverages in any place where such sale is otherwise prohibited by law. The temporary licenses shall be for on-premises consumption only. The fee shall be \$35.00 for each temporary license. Any organization seeking a temporary license shall file with the mayor a written request therefor, together with proof of dram shop insurance, a statement as to the party responsible within the organization for requesting the issuance of such license and for the sale of such alcoholic beverages and a list of all organization officers, if any. There shall be only two such licenses available to any such organization per city fiscal year.
- (b) *Temporary license, sale or consumption on city-owned or -controlled property.*
- (1) It is unlawful for any person, firm or corporation to sell or offer for sale or to consume or furnish for consumption alcoholic liquors on any property owned by the city, except in conjunction with a city celebration or event sponsored by a religious, fraternal, national or local service, civic organization, eleemosynary institution, or other not-for-profit organization or specifically authorized by the city, for which a temporary celebration or event license has been duly issued by the local liquor control commissioner limited to the sale at retail of beer and wine only. Said license shall state the specific terms and conditions thereof, together with the lawful days and hours of sale and consumption. Said license shall not be issued for a period which exceeds two days, and no more than one license may be issued for said event.
- (2) No person, firm or corporation shall apply for a temporary license in conjunction with a celebration or event, wherein the prospective licensee intends to sell, serve or dispense alcoholic liquors on any property owned by the city, unless such person, firm or corporation has previous to the application for such liquor license made formal application to the city council, and has secured the permission of such council, by formal action, to hold such celebration or event, including sale, service and dispensing of alcoholic liquors limited to beer and wine on city-owned property, in connection therewith.
- (c) *Proof of dram shop insurance.* The licensee shall have proof of dram shop insurance and the parties responsible for the actual operation and sale of the alcoholic liquor.
- (d) *Agreement between licensee and sponsor of event.* The city or local liquor control commissioner may require an agreement between the prospective licensee and/or the sponsor of the event under subsection (a) or (b) of this section concerning the details of the parties' rights and duties.

(Code 1983, § 3-30; Code 2002, § 6-54; Ord. No. 93-25, § 1, 10-25-1993; Ord. No. 2006-08, §§ 1, 2, 5-22-2006; Ord. No. 2024-05, § 1, 3-18-2024)



**City of Sandwich
PRESS RELEASE
05/13/2025**

**Contact: Geoff Penman
City Administrator
gpenman@sandwich.il.us**

Pre-Construction Open House

RECONSTRUCTION OF MAIN STREET BETWEEN BNSF RAILROAD & KNIGHTS ROAD

The City of Sandwich, Illinois is hosting a Pre-construction Open House concerning the reconstruction Main Street between BNSF Railroad (Center Street) to Knights Road

Representatives from the City of Sandwich and its engineering design consultant (Hampton Lenzini, and Renwick) will be available to discuss the project and answer resident questions.

The pre-construction open house will be held on:

**Date: Thursday, May 22, 2025
Time: 6:00 p.m. until 7:30 p.m.
City of Sandwich Council Chambers
City Hall Annex
128 East Railroad Street,
Sandwich, Illinois 60548**

All persons interested in this project are invited to attend and participate in this meeting.

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