



# Regular City Council Meeting Agenda

Tuesday, September 03, 2024 at 7:30 PM

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 Council meeting of August 5, 2024

**B.** Approval of Minutes from the Committee of the Whole Council meeting of August 19, 2024

**C.** Approval of Minutes from the Regular City Council meeting of August 19, 2024

**5. Mayor's Report:** Todd Latham

**A.** Proclamation - Payroll Professional Week - 2024

**6. Attorney's Report:**

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

**7. City Clerk's Report:** Denise li

**8. Treasurer's Report:** Vacancy

**9. City Administrator's Report:** Geoff Penman

**10. City Department's Reports**

**A.** EMA – Tony Eberle

**B.** Police - Chief Senne

**C.** Engineering – Curt Dettmann

**11. Council Reports**

Alderman Adam Arnett

Alderwoman Karsta Erickson

Alderman Bill Fritsch

Alderwoman Rebecca Johnson

Alderman Fred Kreinbrink

Alderman Bill Littlebrant

Alderman Rich Robinson

Alderman Rick Whitecotton

## 12. Old Business

**A.** Discussion and possible approval of AN ORDINANCE AMENDING CHAPTER 2 – “ADMINISTRATION,” ARTICLE III – “OFFICERS AND EMPLOYEES,” DIVISION 2 – “MAYOR,” SECTION 2-111 – “GENERALLY,” SUBPARAGRAPH (b) – “SALARY” OF THE CITY OF SANDWICH MUNICIPAL CODE. First reading.

1. Discussion and possible action to waive first reading of AN ORDINANCE AMENDING CHAPTER 2 – “ADMINISTRATION,” ARTICLE III – “OFFICERS AND EMPLOYEES,” DIVISION 2 – “MAYOR,” SECTION 2-111 – “GENERALLY,” SUBPARAGRAPH (b) – “SALARY” OF THE CITY OF SANDWICH MUNICIPAL CODE.

## 13. New Business

**A.** Approval of Monthly bills in the amount of \$1,180,711.08

**B.** Discussion and possible approval of AN ORDINANCE AMENDING CHAPTER 2 – “ADMINISTRATION,” ARTICLE III – “OFFICERS AND EMPLOYEES,” DIVISION 4 – “CLERK,” SECTION 2-187 – “HOURS OF WORK” OF THE CITY OF SANDWICH MUNICIPAL CODE. First reading.

1. Discussion and possible action to waive first reading of AN ORDINANCE AMENDING CHAPTER 2 – “ADMINISTRATION,” ARTICLE III – “OFFICERS AND EMPLOYEES,” DIVISION 4 – “CLERK,” SECTION 2-187 – “HOURS OF WORK” OF THE CITY OF SANDWICH MUNICIPAL CODE.

**C.** Discussion and possible approval of AN ORDINANCE AMENDING CHAPTER 2 – “ADMINISTRATION,” ARTICLE III – “OFFICERS AND EMPLOYEES,” DIVISION 5 – “COLLECTOR,” SECTION 2-218 – “OFFICE HOURS” OF THE CITY OF SANDWICH MUNICIPAL CODE. First reading.

1. Discussion and possible action to waive first reading of AN ORDINANCE AMENDING CHAPTER 2 – “ADMINISTRATION,” ARTICLE III – “OFFICERS AND EMPLOYEES,” DIVISION 5 – “COLLECTOR,” SECTION 2-218 – “OFFICE HOURS,” SUBPARAGRAPH (a) OF THE CITY OF SANDWICH MUNICIPAL CODE. First reading.

## 14. Executive Session

**A.** Executive Session pursuant to 5 ILCS 120/2(c)(2): Collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees. Possible action to follow.

## 15. Announcements

**A.** The next Finance Committee Meeting will take place on September 16, 2024 at 6:30 pm

**B.** The next Committee of the Whole Council Meeting will be held September 16, 2024 at 7:00 p.m. at the City Hall Annex

**C.** The next Regular meeting of the Sandwich City Council will be held September 16, 2024 immediately after the Committee of the Whole Meeting

**D.** Taste of Sandwich will be held September 25, 2024

## 16. Adjournment

**Payroll Professional Week 2024**

**Proclamation**

Whereas as part of a nationwide public awareness campaign that pays tribute to the nearly 150 million people who work in the United States and the payroll professionals who support the American system by paying wages, reporting worker earnings and withholding federal employment taxes; and

Whereas payroll professionals in Sandwich, IL, play a key role in maintaining the economic health of the city, carrying out such diverse tasks as paying into the unemployment insurance system, providing information for child support enforcement, and carrying out tax withholding, reporting and depositing; and

Whereas payroll departments collectively spend more than \$2.4 trillion annually complying with myriad federal and state wage and tax laws; and Whereas payroll professionals play an increasingly important role ensuring the economic security of American families by helping to identify noncustodial parents and making sure they comply with their child support mandates; and

Whereas payroll professionals have become increasingly proactive in educating both the business community and the public at large about the payroll tax withholding systems; and

Whereas payroll professionals meet regularly with federal and state tax officials to discuss both improving compliance with government procedures and how compliance can be achieved at less cost to both government and businesses; and

Whereas the week in which Labor Day falls has been proclaimed National Payroll Week, I hereby give additional support to the efforts of the people who work in City of Sandwich, IL, and of the payroll profession by proclaiming the first full week of September as Payroll Appreciation Week for this city.

\_\_\_\_\_  
**Signed**

Todd Latham, Mayor

City of Sandwich, Illinois

\_\_\_\_\_  
**Witnessed by**

Denise Ii, Clerk

City of Sandwich, Illinois

**Date \_\_\_\_\_, 2024**

**ORDINANCE NO. 2024-\_\_**

---

**AN ORDINANCE AMENDING CHAPTER 2 – “ADMINISTRATION,” ARTICLE III –  
“OFFICERS AND EMPLOYEES,” DIVISION 2 – “MAYOR,” SECTION 2-111 –  
“GENERALLY,” SUBPARAGRAPH (b) – “SALARY” OF THE CITY OF SANDWICH  
MUNICIPAL CODE.**

---

Passed by the City Council, September \_\_\_\_, 2024

Printed and Published, September \_\_\_\_, 2024

Printed and Published in Pamphlet Form  
By Authority of the City Council

CITY OF SANDWICH  
DEKALB AND KENDALL COUNTIES, ILLINOIS

I hereby certify that this document  
was properly published on the date  
stated above.

---

City Clerk

**ORDINANCE NO. 2024-07**

**BE IT ORDAINED** by the Mayor and City Council of the City of Sandwich, DeKalb and Kendall Counties, Illinois, THAT:

**AN ORDINANCE AMENDING CHAPTER 2 – “ADMINISTRATION,” ARTICLE III – “OFFICERS AND EMPLOYEES,” DIVISION 2 – “MAYOR,” SECTION 2-111 – “GENERALLY,” SUBPARAGRAPH (b) – “SALARY” OF THE CITY OF SANDWICH MUNICIPAL CODE.**

shall be, and is hereby, adopted as follows:

Section 1.     BACKGROUND.

The City of Sandwich (“*City*”) has the authority to adopt ordinances and to promulgate rules and regulations that pertain to its government and affairs, and to review, interpret, and amend its ordinances, rules, and regulations. The City has determined that it is in the best interest of the City to amend its ordinances with regard to the mayors eligibility for certain benefits.

Section 2.     AMENDMENT.

A. Chapter 2 – “Administration,” Article III – “Officers and Employees,” Division 2 – “Mayor,” Section 2-111 – “Generally,” Subparagraph (b) – “Salary” of the City Code of Ordinances is hereby amended as follows (additions in **bold and underline**, deletions in **~~bold and strikethrough~~**):

- (b) Salary. The mayor shall receive an annual salary in an amount as set by the city council for the mayor's services, ~~as local liquor control commissioner. In addition to the compensation set forth herein for mayor, the mayor shall receive the benefits of any comprehensive health insurance/HMO benefits that are available to city employees at the commencement of the mayor's term, subject, however, to the paying from the mayor's monthly compensation the same monthly amount that an employee pays at the commencement of the mayor's term, to be deducted monthly from the mayor's monthly compensation.~~

Section 3.     SUPERSEDER.

All sections, ordinances, resolutions, motions, or orders in conflict herewith shall be, and the same hereby are, repealed to the extent of such conflict and except as to the amendments heretofore mentioned, all chapters and sections of the Municipal Code of Sandwich, Illinois, shall remain in full force and effect.

Section 4.     EFFECTIVE DATE.

That this Ordinance shall, by authority of the City Council of the City of Sandwich, Illinois, be published in pamphlet form and be published by a newspaper published within the City. From and after 10 days after said publication within a newspaper published within the City, this ordinance shall be in full force and effect.

PASSED BY THE CITY COUNCIL of the City of Sandwich, Illinois, at a regular meeting thereof held on the \_\_\_\_day of September, 2024, and approved by me as Mayor on the same day.

AYES:  
NAYS:  
ABSENT:

\_\_\_\_\_  
Todd Latham, Mayor

\_\_\_\_\_  
Denise Ii, City Clerk

PUBLISHED BY ME IN PAMPHLET FORM BY AUTHORITY OF THE CITY COUNCIL OF THE CITY OF SANDWICH, ILLINOIS, THIS \_\_\_\_ DAY OF SEPTEMBER, 2024.

\_\_\_\_\_  
City Clerk

**ORDINANCE NO. 2024-\_\_**

---

**AN ORDINANCE AMENDING CHAPTER 2 – “ADMINISTRATION,” ARTICLE III –  
“OFFICERS AND EMPLOYEES,” DIVISION 4 – “CLERK,” SECTION 2-187 –  
“HOURS OF WORK” OF THE CITY OF SANDWICH MUNICIPAL CODE.**

---

Passed by the City Council, September \_\_\_\_, 2024

Printed and Published, September \_\_\_\_, 2024

Printed and Published in Pamphlet Form  
By Authority of the City Council

CITY OF SANDWICH  
DEKALB AND KENDALL COUNTIES, ILLINOIS

I hereby certify that this document  
was properly published on the date  
stated above.

\_\_\_\_\_  
City Clerk

**ORDINANCE NO. 2024-07**

**BE IT ORDAINED** by the Mayor and City Council of the City of Sandwich, DeKalb and Kendall Counties, Illinois, THAT:

**AN ORDINANCE AMENDING CHAPTER 2 – “ADMINISTRATION,” ARTICLE III – “OFFICERS AND EMPLOYEES,” DIVISION 4 – “CLERK,” SECTION 2-187 – “HOURS OF WORK” OF THE CITY OF SANDWICH MUNICIPAL CODE.**

shall be, and is hereby, adopted as follows:

Section 1.     BACKGROUND.

The City of Sandwich (“*City*”) has the authority to adopt ordinances and to promulgate rules and regulations that pertain to its government and affairs, and to review, interpret, and amend its ordinances, rules, and regulations. The City has determined that it is in the best interest of the City to amend its ordinances to reflect its current practices with regard to the hours held by the City Clerks.

Section 2.     AMENDMENT.

A. Chapter 2 – “Administration,” Article III – “Officers and Employees,” Division 4 – “Clerk,” Section 2-187 – “Hours of Work” of the City Code of Ordinances is hereby amended as follows (additions in **bold and underline**, deletions in **~~bold and strikethrough~~**):

**Sec. 2-187. - Hours of work.**

The business hours of the office of the city clerk shall be from 8:00 a.m. to 5:00 p.m., Monday through Friday, ~~and 8:00 a.m. to 11:30 a.m. on Saturday~~ of each week. The office of the city clerk shall be open during the noon hour. The city clerk shall be responsible for maintaining the office hours of the clerk’s office, including hours for the deputy city clerk and any other employees working therein.

Section 3.     SUPERSEDER.

All sections, ordinances, resolutions, motions, or orders in conflict herewith shall be, and the same hereby are, repealed to the extent of such conflict and except as to the amendments heretofore mentioned, all chapters and sections of the Municipal Code of Sandwich, Illinois, shall remain in full force and effect.

Section 4.     EFFECTIVE DATE.

That this Ordinance shall, by authority of the City Council of the City of Sandwich, Illinois, be published in pamphlet form and be published by a newspaper published within the City. From and after 10 days after said publication within a newspaper published within the City, this ordinance shall be in full force and effect.



PASSED BY THE CITY COUNCIL of the City of Sandwich, Illinois, at a regular meeting thereof held on the \_\_\_\_day of September, 2024, and approved by me as Mayor on the same day.

AYES:  
NAYS:  
ABSENT:

\_\_\_\_\_  
Todd Latham, Mayor

\_\_\_\_\_  
Denise Ii, City Clerk

PUBLISHED BY ME IN PAMPHLET FORM BY AUTHORITY OF THE CITY COUNCIL OF THE CITY OF SANDWICH, ILLINOIS, THIS \_\_\_\_ DAY OF SEPTEMBER, 2024.

\_\_\_\_\_  
City Clerk

**ORDINANCE NO. 2024-\_\_**

---

**AN ORDINANCE AMENDING CHAPTER 2 – “ADMINISTRATION,” ARTICLE III –  
“OFFICERS AND EMPLOYEES,” DIVISION 5 – “COLLECTOR,” SECTION 2-218 –  
“OFFICE HOURS,” SUBPARAGRAPH (a) OF THE CITY OF SANDWICH  
MUNICIPAL CODE**

---

Passed by the City Council, September \_\_\_\_, 2024

Printed and Published, September \_\_\_\_, 2024

Printed and Published in Pamphlet Form  
By Authority of the City Council

CITY OF SANDWICH  
DEKALB AND KENDALL COUNTIES, ILLINOIS

I hereby certify that this document  
was properly published on the date  
stated above.

---

City Clerk

**ORDINANCE NO. 2024-07**

**BE IT ORDAINED** by the Mayor and City Council of the City of Sandwich, DeKalb and Kendall Counties, Illinois, THAT:

**AN ORDINANCE AMENDING CHAPTER 2 – “ADMINISTRATION,” ARTICLE III – “OFFICERS AND EMPLOYEES,” DIVISION 5 – “COLLECTOR,” SECTION 2-218 – “OFFICE HOURS,” SUBPARAGRAPH (a) OF THE CITY OF SANDWICH MUNICIPAL CODE**

shall be, and is hereby, adopted as follows:

Section 1.     BACKGROUND.

The City of Sandwich (“*City*”) has the authority to adopt ordinances and to promulgate rules and regulations that pertain to its government and affairs, and to review, interpret, and amend its ordinances, rules, and regulations. The City has determined that it is in the best interest of the City to amend its ordinances to reflect its current practices with regard to the hours held by the City Clerks.

Section 2.     AMENDMENT.

A. Chapter 2 – “Administration,” Article III – “Officers and Employees,” Division 5 – “Clerk,” Section 2-218 – “Office Hours,” Subparagraph (a) of the City Code of Ordinances is hereby amended as follows (additions in **bold and underline**, deletions in ~~**bold and strikethrough**~~):

- (b) The business hours of the office of the city collector shall be from 8:00 a.m. to 5:00 p.m., Monday through Friday **of each week**, with one hour off for lunch, ~~**and 8:00 a.m. to 11:30 a.m. on Saturday of each week**~~, or such other and different hours as shall be determined by the council from time to time.

Section 3.     SUPERSEDER.

All sections, ordinances, resolutions, motions, or orders in conflict herewith shall be, and the same hereby are, repealed to the extent of such conflict and except as to the amendments heretofore mentioned, all chapters and sections of the Municipal Code of Sandwich, Illinois, shall remain in full force and effect.

Section 4.     EFFECTIVE DATE.

That this Ordinance shall, by authority of the City Council of the City of Sandwich, Illinois, be published in pamphlet form and be published by a newspaper published within the City. From and after 10 days after said publication within a newspaper published within the City, this ordinance shall be in full force and effect.

PASSED BY THE CITY COUNCIL of the City of Sandwich, Illinois, at a regular meeting thereof held on the \_\_\_\_day of September, 2024, and approved by me as Mayor on the same day.

AYES:  
NAYS:  
ABSENT:

\_\_\_\_\_  
Todd Latham, Mayor

\_\_\_\_\_  
Denise Ii, City Clerk

PUBLISHED BY ME IN PAMPHLET FORM BY AUTHORITY OF THE CITY COUNCIL OF THE CITY OF SANDWICH, ILLINOIS, THIS \_\_\_\_ DAY OF SEPTEMBER, 2024.

\_\_\_\_\_  
City Clerk

# 28<sup>th</sup> Annual Taste of Sandwich

Wednesday, September 25, 2024, 5:30-7:30 pm

Location: Downtown Sandwich

The City of Sandwich will host an evening of “Tastes”  
All Sandwich businesses are invited to participate and provide their  
choice of something to sample for those purchasing a card.

**How it works:** A business will complete the application to participate located at the bottom of this form and return it by email or mail. Participating businesses will have their name placed on the “official” Taste of Sandwich card.

Samplers, “citizens” will purchase a card with all participating businesses and as they sample at your table you will mark/punch their card. The City will apply for a group/1 day/ Health Permit for everyone participating in the event.

\* Items should be prepared by a licensed food handler, certified kitchen, store bought, or pre-packaged for the event. Each business will need to provide their own table.

Any Business that is preparing/serving food that is not pre-packaged must provide a handwash station.

<b>Name of Business/Organization:</b>	
<b>Contact Name and Number/Email:</b>	
<b>What Are You Serving:</b>	
<b>*How/Where Was it Prepared:</b>	
<b>Serving Location: <i>Circle One</i></b>	<b>At Your Business or Under Tent?</b>
<b>Do you need an electrical outlet?</b>	<b>YES NO</b>
<b>Cost: \$20</b>	<b>Payable to “City of Sandwich”</b>
<b>Who to Contact?</b>	<b>Angela Seville 815-786-9321, Ext 110 or <a href="mailto:aseville@sandwich.il.us">aseville@sandwich.il.us</a></b>
<b>Comments or Concerns?</b>	

**Deadline to Apply is Friday, September 13<sup>th</sup>**