



# Regular City Council Meeting Agenda

Monday, October 07, 2024 at 7:00 PM

City Hall Annex - 128 East Railroad Street, Sandwich, IL 60548

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**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 Tuesday September 3, 2024

**B.** Approval of Minutes from the Committee of the Whole meeting of Monday September 16, 2024

**C.** Approval of Minutes from the Regular City Council meeting of Monday September 16, 2024

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

**6. Attorney's Report:**

Attorney Cassandra Gottschalk / Foster, Buick, Conklin, Lundgren & Gottschalk Law Group

**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 Report – 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 Ordinance 2024 - 15: AN ORDINANCE AMENDING CHAPTER 2 – “ADMINISTRATION,” ARTICLE III – “OFFICERS AND EMPLOYEES,” DIVISION 4 – “CLERK,” SECTION 2-178 – “ELECTION; TERM” OF THE CITY OF SANDWICH MUNICIPAL CODE

## 13. New Business

- A. Discussion and possible approval of Monthly Bills in the amount of \$1,561,110.94
- B. Discussion and Possible action to adopt Resolution 24-10 (Halloween Hours)
- C. Discussion and possible action to authorize needed professional services/repairs to City Street Garage at 207 Railroad Street
- D. Discussion and possible action to authorize the mayor to enter into an agreement with Azavar Audit Solutions, Inc. of Chicago, IL to evaluate current City revenues and holdings. Azavar will earn 40% of the value of any findings for 36 months.
- E. Discussion and possible action to authorize the renewal of employee health insurance that reflects a combined increase of 5.2% over 2023 rates.
- F. Discussion and possible action to proceed with replacement of Heating and Air Conditioning units for City Hall Annex at a cost not to exceed \$\_\_\_\_\_
- G. Discussion and possible action to authorize the replacement of Water Softener for City Hall /Opera House at a cost not to exceed \$\_\_\_\_\_
- H. Discussion and possible action to authorize the mayor to amend the existing agreement with HLR for additional Construction Engineering Services for the Latham Street Project increasing the value of the contract from \$256,532.00 to \$319,097.00. Not to exceed an additional \$62,565.

## 14. Executive Session

- A. Executive Session pursuant to 5 ILCS 120/2(c)(1): The appointment, employment, compensation, discipline, performance, or dismissal of specific employees, specific individuals who serve as independent contractors in a park, recreational, or educational setting, or specific volunteers of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee, a specific individual who serves as an independent contractor in a park, recreational, or educational setting, or a volunteer of the public body or against legal counsel for the public body to determine its validity.
- B. 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.
- C. Executive Session pursuant to 5 ILCS 120/2(c)(5): The purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired

## 15. Announcements

- A. The next Finance Committee Meeting will occur on October 21, 2024, at 6:30 p.m.

- B. The next Committee of the Whole Council meeting will be held on October 21, 2024 at 7:00 p.m.
- C. The next Regular Meeting of the Sandwich City Council will be held on October 21, 2024 immediately following the Committee of the Whole meeting.
- D. City Committee Meetings will take place on October 10th
  - Technology Improvement Committee Meeting @ 6:00 PM
  - Historical Preservation Committee Meeting @ 7:00 PM
  - Citizens Advisory Committee Meeting @ 8:00 PM

**16. Adjournment**

**ORDINANCE NO. 2024-15**

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**AN ORDINANCE AMENDING CHAPTER 2 – “ADMINISTRATION,” ARTICLE III –  
“OFFICERS AND EMPLOYEES,” DIVISION 4 – “CLERK,” SECTION 2-178 –  
“ELECTION; TERM” OF THE CITY OF SANDWICH MUNICIPAL CODE**

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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.

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City Clerk

**ORDINANCE NO. 2024-15**

**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 2-178 – “ELECTION; TERM” 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 appointment of the clerk as collector.

Section 2.     AMENDMENT.

A. Chapter 2 – “Administration,” Article III – “Officers and Employees,” Division 4 – “Clerk,” Section 2-178 – “Election; term” of the City Code of Ordinances is hereby amended as follows (additions in **bold and underline**, deletions in ~~**bold and strikethrough**~~):

**Sec. 2-178. - Election; term.**

The city clerk shall be elected and serve for a four-year term and until a successor is elected and qualified, as provided by statute. The city clerk ~~may~~ **shall** also serve as the appointed city collector and receive compensation therefor, **upon a favorable vote of two-thirds (2/3) of the council.** ~~The removal of the clerk as the collector shall similarly require a concurring vote of two-thirds (2/3) of the council.~~

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

**RESOLUTION 24-10**

**RESOLUTION DESIGNATING “TRICK OR TREAT” HOURS**

**WHEREAS**, many minor children participate in door-to-door “trick or treat” activity on October 31<sup>st</sup>, 2024 (Halloween) in the City of Sandwich; and

**WHEREAS**, the Mayor and City Council wish to make every effort to promote and encourage safety among our children and within our community environs on that day, it is therefore deemed necessary and advisable to designate “trick or treat” hours in the City of Sandwich; now, therefore,

**BE IT RESOLVED** by the City Council of the City of Sandwich, Illinois, as follows:

1. That the official hours for “trick or treat” on Thursday, October 31, 2024, Halloween day and evening, in the City of Sandwich, shall be limited from 4:00 PM to 8:00 PM.
2. That all residents in the City of Sandwich are encouraged to stay alert and use extra caution in driving on Halloween during those times when “trick or treaters” are present or expected to be present so as to promote the safety of our children and others who participate in “trick or treating.”
3. That there will be a City-wide ban for leaf and/or brush burning for Thursday, October 31<sup>st</sup> thus enabling children with asthma and/or upper-respiratory conditions to participate in the trick or treating, and also to ensure that smoke will not hinder visibility at street crossings.

4. Households are encouraged to follow IDPH (Illinois Department of Public Health) guidelines due to Covid-19. Residents should take care and not participate in in-person Halloween activities and should not give out candy to trick-or-treaters if they have Covid-19 or have been exposed. Participating households are encouraged to turn on porch lights.

5. That this Resolution shall take effect from and after its passage, approval and signing as required by law.

**PASSED BY THE CITY COUNCIL** of the City of Sandwich, Illinois, at a regular meeting thereof held on the 7th day of October, 2024, and approved by me, as Mayor, on the same day.

Ayes:

Nays:

Absent:

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

ATTEST:

\_\_\_\_\_  
Denise li, City Clerk