



Regular Council Meeting Agenda

Monday, December 01, 2025

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

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1. **Call to Order**
 2. **Pledge of Allegiance**
 3. **Roll Call**
 4. **Truth in Taxation Public Hearing on 2025 Tax Levy**
 1. Call Public Hearing to Order on the City's 2025 Property Tax Levy (to be Collected in 2026)
 2. Introduction of City Council/Comments
 3. 2025 Tax Levy and Proposed Increase
 4. Public Levy Testimony
 5. Close Hearing
 5. **Audience Comments**
 6. **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 Regular City Council Meeting of November 17, 2025
 - B. Authorize the Rollover of 40 Unused Vacation Hours to Mary Bryant Per City of Sandwich Personnel Manual Section 4A
 7. **Mayor's Report:** Todd Latham
 8. **Attorney's Report:**

Attorney Cassandra Gottschalk / Foster, Buick, Conklin, Lundgren & Gottschalk LLC
 9. **City Clerk's Report:** Denise li
 10. **Treasurer's Report:**
 11. **City Administrator's Report:** Geoff Penman
 12. **City Department's Reports**
 - A. EMA – Tony Eberle
 - B. Police – Chief Kevin Senne
 - C. Engineering – Curt Dettmann
 13. **Reports of Alderpersons**

Alderman Adam Arnett
Alderman Matt Chunn
Alderwoman Karsta Erickson
Alderwoman Genelle Inman
Alderman Jay Ketchum
Alderman Fred Kreinbrink
Alderman Don Danko
Alderman Rich Robinson

14. Unfinished Business

- A.** Discussion and Possible Approval of Ordinance 2025-15 - An Ordinance Amending Chapter 86 - "Utilities" of City of Sandwich Municipal Code
(If passed, this Ordinance will update to utility billing procedures and requirement for owner name on utility bills.)
- B.** Discussion and Possible Approval of Resolution No. 25-19 - A Resolution Approving and Authorizing Acceptance of Quote from Flock Group, Inc. for the Purchase and Implementation of Eight (8) Flock Safety License Plate Reader Cameras in the Amount of \$24,000.00 Annually
- C.** Discussion and Possible Approval of Resolution 25-20 to Formalize Policy with Regard to Lead Service Line Replacement and Reimbursement (Not Related to the Main Street Project)
- D.** Discussion and Possible Action to adopt Resolution 25-21 Regarding a Law Enforcement Embedded Social Worker Agreement Between DeKalb Behavioral Health Foundation, Inc. d/b/a Northwestern Medicine Ben Gordon Center and the City of Sandwich, Illinois
- E.** Discussion and possible action to approve revised resolution 2025-07 Rescinding Resolution 25-07

15. New Business

- A.** Discussion and possible approval of monthly bills in the amount of \$274,006.85
- B.** Discussion and possible approval of Ordinance 2025-17: An Ordinance Levying taxes for all corporate purchases for the City of Sandwich, DeKalb and Kendall Counties, Illinois for the fiscal year beginning May 1, 2026, and ending April 30, 2027.
- C.** Discussion and possible action to authorize the renewal of Illinois Municipal Insurance Cooperative (IMIC) policy premiums for the next year. The amount is \$418,139 which is an 9.97% increase over last year.
- D.** Discussion and Possible Authorization for Purchase of Gift Cards for City Staff

16. Executive Session

- A.** 5 ILCS 120/2 (c) (11) Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent

- B. 5 ILCS 120/2(c) (1) personnel "The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body".

17. Announcements

- A. Plan Commission Meeting December 9, 2025 at 6:30pm
- B. The Next Technology Improvement Committee will take place on December 11, 2025, at 6:00 p.m.
- C. The Next Historical Preservation Committee will take place on December 11, 2025, at 6:45 p.m. or Immediately Following the Technology Improvement Committee Meeting
- D. The Next Citizens Advisory Committee Meeting will take place on December 11, 2025, at 7:30 p.m. or Immediately Following the Historical Preservation Committee Meeting
- E. The Next Finance Committee Meeting will be held on December 15, 2025 at 6:30 p.m.
- F. The Next Committee of the Whole Council Meeting will be held on December 15, 2025 at 7:00 p.m.
- G. The Next Regular Meeting of the Sandwich City Council will be held on December 15, 2025 Immediately Following the Committee of the Whole Meeting

18. Adjournment

ORDINANCE NO. 2025-____

**AN ORDINANCE AMENDING CHAPTER 86 – “UTILITIES”
OF THE CITY OF SANDWICH MUNICIPAL CODE**

Passed by the City Council, November ____, 2025

Printed and Published, November ____, 2025

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. 2025-_____

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

AN ORDINANCE AMENDING CHAPTER 86 – “UTILITIES” 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 the authority to enact ordinances for the preservation of the health, welfare, and safety of the community and the residents of the City. The City desires to amend its current regulations governing the order in which it does business to match its current procedures. The City of Sandwich Municipal Code must be amended to reflect such change.

Section 2. AMENDMENT.

A. Chapter 86 – “Utilities,” Article II – “Water,” Division 2 – “Meters, Rates,” Section 86-61 – “Bills” of the City Code of Ordinances is hereby deleted in its entirety and replaced with the following:

Sec. 86-61. - Bills; Service.

- (a) *Application for service.* Any person desiring the use of and service supplied by the combined waterworks and sewerage system shall make application for either water or sewerage service, or both water and sewerage service, on a form furnished by the city clerk.
- (b) *Security deposit.* Reserved.
- (c) *Bills.* It is hereby made the duty of the city clerk to render bills for service and for all rates and charges in connection therewith and to collect all moneys due thereon. Such rates or charges for service shall be payable quarterly depending on the classification of service for which bills are rendered. Charges for city utilities shall be made against the property using said service. Notice of charges for city utility service shall be mailed only to the property owner at the address as listed on the county tax records for the property using said service.
- (d) *Billing schedule.* All bills for service shall be rendered as of the first day of the month following the month in which the meters are read, and shall be payable not later than the close of business on the 30th day following the date of the bill.
- (e) *Dispute.* The computation of rates and service charges established for user charges shall be made available to a user within ten (10) days of receipt of a written request for same. Any disagreement over the method used or the computation thereof shall be addressed by the city clerk and/or city administrator within thirty (30) days after notification of a formal written appeal outlining the discrepancies.

B. Chapter 86 – “Utilities,” Article II – “Water,” Division 2 – “Meters, Rates,” Section 86-62 – “Nonpayment” of the City Code of Ordinances is hereby deleted in its entirety and replaced with the following:

Sec. 86-62. - Delinquency; Late fees.

(a) *Delinquency.* Whenever a bill for utility rates, charges or benefits remains unpaid for thirty (30) days after it has been rendered, the bill shall be deemed delinquent, and city clerk or their designee shall send a delinquency notice to the owner of record of the property advising that the charges or rates have become delinquent, and that unpaid charges or rates may create a lien on the property.

(b) *Late fees.* A penalty of 20 percent (20%) of the outstanding balance will be added to any delinquent utility bill. Penalty shall be a minimum of twenty dollars and 00/100 (\$20.00) per bill.

C. Chapter 86 – “Utilities,” Article II – “Water,” Division 2 – “Meters, Rates,” Section 86-63 – “Lien; notice of delinquency” of the City Code of Ordinances is hereby deleted in its entirety and replaced with the following:

Sec. 86-63. - Termination of service; Lien; collection.

(a) *Termination of service.* If the charges for water or sewerage service or both are not paid within thirty (30) days after rendering of the delinquency notice for such service, then, following a notice of the service termination date and, if requested, a hearing as hereinafter provided, the city clerk shall add a one hundred dollar (\$100.00) delinquency fee, and will order such service terminated. Delinquency fees are due whether or not water service is terminated. Terminated water service shall not be reinstated until all past bills, including service charges and delinquency fees, are paid in full for reinstating such service between 8:00 a.m. and 3:30 p.m. during normal village business hours. Reinstatement of service at any other time shall be at an additional cost of one hundred dollars (\$100.00).

(b) *Lien.* If the charges for service under this article remain unpaid thirty (30) days after the date of the delinquency notice, the city administrator or their designee may then file a Notice of Lien against said property with the office of the recorder of deeds of DeKalb County or Kendall County. Said notice shall consist of a sworn statement by the city administrator, or such other officer of the city having knowledge of the facts and shall set forth (1) a description of such real estate sufficient for the identification thereof, (2) the amount of money due for such service, (3) the date when such amount became delinquent. The city shall then send a copy of the recorded lien to the property owner. The amount due on the lien shall be inclusive of the amount for unpaid charges, late fees or interest, penalties, disconnection and/or reconnection fees, an administrative fee of One Hundred Dollars (\$100.00), recording fees incurred and current recording fees in effect at the time of recording the release.

(c) *Collection.*

(1) *Foreclose Lien:* Subsequent to the filing of said lien, the city may file a complaint for foreclosure of such lien, or upon becoming a defendant in a pending suit affecting the premises or real estate, by answer to the complaint or in the nature of an intervening petition or cross-complaint, the city may proceed in its corporate name to foreclose such lien.

(2) *Civil Action:* The city may also sue the owner of the property to recover the money due for services rendered, plus reasonable attorney’s fees.

(3) *Other:* The actions authorized by subsections (c)(1) and (2) shall be in addition to, and without waiver of, any other available remedies.

D. Chapter 86 – “Utilities,” Article III – “Sewers,” Division 2 – “User Charge; Industrial Waste Cost Recovery,” Section 86-189 – “Bills generally” of the City Code of Ordinances is hereby deleted in its entirety and replaced with the following:

Sec. 86-189. - Bills generally.

The rates or charges for services under this Article shall be billed as set forth in Article II – “Water.”

E. Chapter 86 – “Utilities,” Article III – “Sewers,” Division 2 – “User Charge; Industrial Waste Cost Recovery,” Section 86-190 – “Delinquent bills” of the City Code of Ordinances is hereby deleted in its entirety and replaced with the following:

Sec. 86-190. - Delinquent bills.

Delinquent bills under this Article shall be handled as set forth in Article II – “Water.”

F. Chapter 86 – “Utilities,” Article III – “Sewers,” Division 2 – “User Charge; Industrial Waste Cost Recovery,” Section 86-191 – “Lien” of the City Code of Ordinances is hereby deleted in its entirety and replaced with the following:

Sec. 86-191. - Collection.

Collection of rates and charges under this Article shall be as set forth in Article II – “Water.”

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.

Section 4. EFFECTIVE DATE.

This Ordinance shall be in full force and effect from and after passage, approval, and publication in pamphlet form as provided by law.

PASSED BY THIS CITY COUNCIL of the City of Sandwich, Illinois, at a regular meeting thereof held on the ____ day of November, 2025 and approved by me as Mayor on the same day.

AYE:
NAY:
ABSENT:

Todd Latham, Mayor

ATTEST:

Denise Ii, City Clerk

**CITY OF SANDWICH
ANNUAL TAX LEVY ORDINANCE
ORDINANCE NO. 2025-17**

An Ordinance levying taxes for all corporate purposes for the City of Sandwich, DeKalb and Kendall Counties, Illinois, for the fiscal year beginning May 1, 2026, and ending April 30, 2027.

BE IT ORDAINED BY THE CITY COUNCIL OF SANDWICH, DEKALB & KENDALL COUNTY, ILLINOIS:

SECTION ONE. That the amounts hereinafter set forth, or so much thereof as may be authorized by law, and the same are hereby levied upon all property subject to taxation within the municipality as that property is assessed and equalized for the current year, and for such purposes as: general corporate purposes, EMA, audit, FICA, IMRF, tort, workers compensation, unemployment, forestry, school crossing guards, street lighting, police protection and police pension for the fiscal year of the City of Sandwich, DeKalb & Kendall County, Illinois, beginning May 1, 2026, and ending April 30, 2027.

SECTION TWO. The requested levy amount of One Million, Nine-Hundred Forty-Eight Thousand, Nine-Hundred Thirty-Eight Dollars (\$1,948,938) is hereby levied upon all the taxable property in the City of Sandwich subject to taxation for the current year. The amount levied for each object and purpose is placed in a separate column under the heading "Amounts to be Raised by Tax Levy," which appears over same being as follows, to wit:

		AMOUNTS TO BE RECEIVED FROM SOURCES OTHER THAN TAX LEVY	AMOUNTS TO BE RAISED BY TAX LEVY
	AMOUNTS BUDGETED		
I.	General Fund		
	Administration	\$ 1,324,396	
	Engineering	482,746	
	Streets	1,260,316	
	EMA Department	28,360	
	Contingency	250,000	
	TOTAL GENERAL FUND	\$ 3,345,818	\$ 1,003,938
REF:	Corporate Fund Property Tax (65 ILCS 5/8-3-1)		\$ 734,000
	EMA Tax (65 ILCS 5/8-3-16)		2,600
	Audit Tax (65 ILCS 5/8-8-8)		16,605
	Social Security Tax (40 ILCS 5/21-110)		70,000
	IMRF Tax (65 ILCS 5/7-171)		54,500
	Tort/Immunity Tax (745 ILCS 10/9-107)		32,500
	Workers Compensation Tax (745 ILCS 10/9-107)		65,000
	Unemployment Tax (745 ILCS 10/9-107)		1,017
	Forestry Tax (65 ILCS 5/11-73-1, 5/11-73-2)		15,015
	School Crossing Guards Tax (65 ILCS 5/11-80-23)		2,700
	Street Lighting Tax (65 ILCS 5/11-80-5)		10,001
			\$ 1,003,938

		AMOUNTS TO BE RECEIVED FROM SOURCES OTHER THAN TAX LEVY	AMOUNTS TO BE RAISED BY TAX LEVY
	AMOUNTS BUDGETED	AMOUNTS TO BE RECEIVED FROM SOURCES OTHER THAN TAX LEVY	AMOUNTS TO BE RAISED BY TAX LEVY
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II.	Police Department		
	Personnel	\$ 2,137,513	
	Professional Development	22,200	
	Utilities	33,100	
	Commodities Services	77,450	
	Outside Services	383,500	
	Capital/Equipment	25,400	
	Contingency/Other Expenses	51,070	
	Debt Services	200,150	
	TOTAL POLICE DEPARTMENT	\$ 2,930,383	\$ 180,000
REF:	Police Protection Tax (65 ILCS 5/11-1-3)		<u>\$ 180,000</u>

		AMOUNTS TO BE RECEIVED FROM SOURCES OTHER THAN TAX LEVY	AMOUNTS TO BE RAISED BY TAX LEVY
	AMOUNTS BUDGETED	AMOUNTS TO BE RECEIVED FROM SOURCES OTHER THAN TAX LEVY	AMOUNTS TO BE RAISED BY TAX LEVY
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III.	Police Pension Fund		
	Police Pension Contributions	\$ 765,000	
	TOTAL POLICE PENSION FUND	\$ 765,000	\$ 765,000
REF:	Police Pension Tax (40 ILCS 5/3-125)		<u>\$ 765,000</u>

		AMOUNTS TO BE RECEIVED FROM SOURCES OTHER THAN TAX LEVY	AMOUNTS TO BE RAISED BY TAX LEVY
	AMOUNTS BUDGETED	AMOUNTS TO BE RECEIVED FROM SOURCES OTHER THAN TAX LEVY	AMOUNTS TO BE RAISED BY TAX LEVY
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IV.	Motor Fuel Tax Fund		
	General Maintenance Program	\$ 894,186	
	TOTAL MOTOR FUEL TAX FUND	\$ 894,186	\$0

		AMOUNTS TO BE RECEIVED FROM SOURCES OTHER THAN TAX LEVY	AMOUNTS TO BE RAISED BY TAX LEVY
	AMOUNTS BUDGETED		
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V.	Capital Improvement Fund		
	Capital Improvement & Vehicles	\$ 1,936,515	
	TOTAL CAPITAL IMPROVEMENT FUND	\$ 1,936,515	\$ 1,936,515
		\$ 1,936,515	\$ 0

		AMOUNTS TO BE RECEIVED FROM SOURCES OTHER THAN TAX LEVY	AMOUNTS TO BE RAISED BY TAX LEVY
	AMOUNTS BUDGETED		
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VI.	Drug Abuse Fund		
	Program Expenses	\$ 5,000	
	TOTAL DRUG ABUSE FUND	\$ 5,000	\$ 5,000
		\$ 5,000	\$ 0

		AMOUNTS TO BE RECEIVED FROM SOURCES OTHER THAN TAX LEVY	AMOUNTS TO BE RAISED BY TAX LEVY
	AMOUNTS BUDGETED		
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VII.	Impact Fee Fund		
	Capital	\$ 100,489	
	TOTAL IMPACT FEE FUND	\$ 100,489	\$ 100,489
		\$ 100,489	\$ 0

		AMOUNTS TO BE RECEIVED FROM SOURCES OTHER THAN TAX LEVY	AMOUNTS TO BE RAISED BY TAX LEVY
	AMOUNTS BUDGETED		
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VIII.	Tourism Fund		
	Outside Services	\$ 53,252	
	TOTAL TOURISM FUND	\$ 53,252	\$ 53,252
		\$ 53,252	\$ 0

		AMOUNTS TO BE RECEIVED FROM SOURCES OTHER THAN TAX LEVY	AMOUNTS TO BE RAISED BY TAX LEVY
	AMOUNTS BUDGETED		
X. Annexation / Excavation Deposits			
Personnel	\$ 7,000		
TOTAL ANNEXATION FUND DEPOSITS	\$ 7,000	\$ 7,000	\$0

		AMOUNTS TO BE RECEIVED FROM SOURCES OTHER THAN TAX LEVY	AMOUNTS TO BE RAISED BY TAX LEVY
	AMOUNTS BUDGETED		
XI. Sewer Operating & Reserve Funds			
Personnel	\$ 454,450		
Professional Development	8,000		
Utilities	110,500		
Commodities Services	114,900		
Outside Services	270,500		
Capital/Equipment	993,950		
Contingency/Other Expenses	33,000		
Debt Services	820,000		
TOTAL SEWER FUND	\$ 2,805,300	\$ 2,805,300	\$0

		AMOUNTS TO BE RECEIVED FROM SOURCES OTHER THAN TAX LEVY	AMOUNTS TO BE RAISED BY TAX LEVY
	AMOUNTS BUDGETED		
XII. Water Operating & Reserve Funds			
Personnel	\$ 482,114		
Professional Development	5,000		
Utilities	85,500		
Commodities Services	157,600		
Outside Services	250,500		
Capital/Equipment	1,959,000		
Contingency/Other Expenses	250		
TOTAL WATER FUND	\$ 2,939,964	\$ 2,939,964	\$0

	AMOUNTS TO BE RECEIVED FROM SOURCES OTHER THAN TAX LEVY	AMOUNTS TO BE RAISED BY TAX LEVY
AMOUNTS BUDGETED	SOURCES OTHER THAN TAX LEVY	BE RAISED BY TAX LEVY
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TAX LEVY SUMMARY

Corporate Fund Property Tax (65 ILCS 5/8-3-1)		\$ 734,000
EMA Tax (65 ILCS 5/8-3-16)		2,600
Audit Tax (65 ILCS 5/8-8-8)		16,605
Social Security Tax (40 ILCS 5/21-110)		70,000
IMRF Tax (65 ILCS 5/7-171)		54,500
Tort/Immunity Tax (745 ILCS 10/9-107)		32,500
Workers Compensation Tax (745 ILCS 10/9-107)		65,000
Unemployment Tax (745 ILCS 10/9-107)		1,017
Forestry Tax (65 ILCS 5/11-73-1, 5/11-73-2)		15,015
School Crossing Guards Tax (65 ILCS 5/11-80-23)		2,700
Street Lighting Tax (65 ILCS 5/11-80-5)		10,001
Police Protection Tax (65 ILCS 5/11-1-3)		180,000
Police Pension Tax (40 ILCS 5/3-125)		765,000
		\$ 1,948,938

SECTION THREE. That the City Clerk shall make and file with the County Clerk of DEKALB & KENDALL COUNTY, a duly certified copy of this Ordinance on or before the last Tuesday in December.

SECTION FOUR. That if any section, subdivision, or sentence of this Ordinance shall for any reason be held invalid or unconstitutional, such decision shall not affect the validity of the remaining portion of this Ordinance.

SECTION FIVE. That this Ordinance shall be in full force and effect after its adoption, as provided by law.

PASSED this 1st day of December 2025 A.D., pursuant to a roll call vote by Council of the City of Sandwich, DeKalb & Kendall County, Illinois.

Ayes:
Nays:
Absent:

APPROVED this 1st day of December 2025:

TODD LATHAM, MAYOR

ATTEST:

DENISE II, CITY CLERK