



City of SANDWICH, ILLINOIS

City Hall Annex · 128 East Railroad Street

Committee-of-the-Whole Council Meeting

August 6, 2018 @ 7:00 PM

MINUTES

City Clerk li called the meeting to order at 7:00 PM.

Roll call was taken:

Present: City Clerk li, Aldermen Dell, Kelleher, Killey, McMahon, Redden & Robinson

Also present: Attorney Harrill, Chief Bianchi, Treasurer Webber & EMA Director Ciciora

Absent: Mayor Olson, Alderwoman Chmielewski & Department of Public Works / City Engineer Horak

In the absence of Mayor Olson, Clerk li requested a motion to select a mayor pro tem for the remainder of the meeting. **Motion made by Alderman McMahon to select Rich Robinson as mayor pro tem, and seconded by Alderman Kelleher. Aye: Alderman Dell, Kelleher, Killey, McMahon & Redden Nay:0 Abstained: Alderman Robinson Motion carried.**

Mayor Olson:

Mack & Associates – Budget Review & Report: Tawny Mack and Lauri Pope provided the Council with a detailed written review of the City's accounting management. During fieldwork and interviews with staff, deficiencies were discovered that included limited knowledge, employees unfamiliar with software capabilities, misposting of revenues and expenditures, and unresolved reconciliation. It was clarified that interviewed staff was limited to the payroll clerk and an outside accounting vendor. Ms. Mack advised that adjusted journal entries were recommended in April, and after the adjustments were complete, said entries were found to be inaccurate. She also noted that there were no issues with daily accounting procedures. Recommendation was made that the Council immediately fill the position of budget officer / finance director with municipal accounting experience, or consider outsourcing the City's accounting responsibilities. After discussion, Council will make a recommendation to the Mayor to outsource financial services to an accounting firm recommended by Mack & Associates.

At the Mayor's request, Mack & Associates analyzed the effect of the 1% sales tax increase, and the ability of the City move forward with the proposed public safety building. After the review, the City will receive approximately \$40,000 per month in new sales tax revenue. However, the fund balance decreased by \$1.3 million in the 2018 fiscal year. Construction costs of approximately \$4-5 million can be maintained, and Mack & Associates recommended that the City consider bond issuance in conjunction with the sales tax revenue to meet construction obligations.

Reconsideration on purchase of F250 4x4 Ford: There was confusion in budget line items where funding had been set aside for the purchase of new F250 4x4 Ford truck for the water department. A July 23rd motion to purchase failed because it appeared that funds had not been budgeted for the purchase. After a review of the budget, funding was available under line item 400.0000.85.5830. Alderman Redden recommended that the Council reconsider the purchase of the truck and place on the August 13th agenda for a formal approval to purchase.

Motion made by Alderman Redden to reconsider the purchase of a F250 4x4 Ford truck to be funded from budget line item 400.0000.85.5830. Motion was seconded by Alderman Kelleher. Aye: Aldermen Dell, Kelleher, Killey, McMahon, Redden & Robinson Nay:0 Motion carried

Foster, Buick, Conklin & Lundgren LLC: No report

City Clerk Li reminded the Council to review Executive Session minutes prior to next week's vote to approve.

City Treasurer: No report

Director of Public Works / City Engineer Horak: Absent

2018 Planning Priorities Report: The outreach summary report will be available on the CMAP website within the next few weeks. In the absence of Engineer Horak, this matter was not discussed.

2018 Watershed Plan: Little Rock Creek Watershed-Based Plan 319 Grant Application was submitted to the IEPA on July 31, 2018. Results are not expected until March/April 2019. In the absence of Engineer Horak, this matter was not discussed.

Pavement marking/striping: Work has started on crosswalks adjacent to schools and along Main Street. In the absence of Engineer Horak, this matter was not discussed.

2018 Street Maintenance Project (18-00000-01-GM): In the absence of Engineer Horak, Water Department Superintendent Brian Voelkel presented bid tabulations from the August 1, 2018 bid opening: Universal Asphalt & Excavating - \$231,265.01 and Builders Paving, LLC - \$240,000.00. The engineer's estimate for the project was \$157,121.50. The bids will be reviewed and some items may be removed before presenting to the board for a recommendation to award.

Illinois Safe Routes to Schools Program – Cycle 2019: Applications are due at IDOT by November 19, 2018. In the absence of Engineer Horak, this matter was not discussed.

Chief Bianchi reported that the FOP (Fraternal Order of Police) labor contract will be presented at next week's meeting for ratification.

EMA: No report

Alderwoman Chiemlewski: Absent

Alderman Dell questioned if the proposed solar gardens are located within 1.5 miles from the City's corporate boundaries, and if the Council should be reviewing the proposal. Cypress Creek Renewables Development, LLC has submitted an application with DeKalb County for a 27.5 solar farm located on property north of Hidden Oaks Road in Somonauk Township. Summit Ridge Energy has made application for two (2) solar gardens (total of 28.5 acres) located at the southwest intersection of Pine Road and Somonauk Road. Public hearings for a special use will be held on August 16th for Cypress Creek and August 23rd for Summit Ridge. Clerk li had been contacted earlier in the day by one of the companies that wanted to reach out to the Council regarding any questions. She explained that the DeKalb County Board recommended the companies contact municipalities in the area, and she had e-mailed contact information to the aldermen.

Alderman Kelleher: No report

Alderwoman Killey advised that the finance committee would meet immediately following this evening's Council meeting.

Alderman McMahon: No report

Alderman Redden: No report

Alderman Robinson: No report

New Business: None

Audience Comments: None

Adjournment:

There being no further business to come before the Council, **motion made by Alderman Redden and seconded by Alderman Kelleher to adjourn the Committee-of-the-Whole Council meeting at 7:58 PM. Motion carried unanimously by voice vote.**

/s/ Denise li – City Clerk