

**MINUTES OF COUNCIL-AS-A-WHOLE COMMITTEE MEETING
CITY OF SANDWICH, ILLINOIS - COUNCIL CHAMBERS
128 E. Railroad Street
December 21, 2009**

Mayor Thomas called the meeting to order at 7:00 PM.

Roll call was taken:

Present: Mayor Thomas, Aldermen Beverley, Dannewitz, Hyatt, Keene, Killey, McMahon, Moran and Robinson

Mayor Thomas reported that a new broasted chicken restaurant will be locating in the old pants factory located at the corner of Main and Center Streets. The owners have requested a liquor license, but the Mayor noted they were not present in the audience. Discussion on this matter was tabled until the owners are present.

Bills: Mayor Thomas discussed the continued confusion about bill payments, and incurring late charges. Many invoices do not indicate a due date, and under the current system of payment, many times it is 45 days from the time the City receives the invoice, Finance Committee reviews the invoice, Council approves the payment, and the final check is cut. In November, the Council agreed to a bi-monthly payment system with those bills being presented for payment earlier in the month that would incur a late fee. The Mayor indicated he had received a call about a late invoice payment whereby the vendor has now charged a 7.5% late fee. Payment on this bill is schedule for Tuesday, December 28th.

Attorney Paul noted that a 7.5% late fee would be 90% annually which is illegal. He explained that under Illinois statute, a municipality must approve a bill for payment within 30 days after receipt. Once a bill has been approved for payment, the municipality must pay the invoice within 30 days. A 1% per month penalty can be imposed after 60 days of non-payment. In the scenario of the invoice where the vendor has charged a 7.5% late charge, payment will fall within the 60 days and therefore, the vendor is not entitled to a late charge. Attorney Paul further noted that if the vendor were entitled to a late fee, by statute it could only be 1%.

Alderman Dannewitz said he will discuss procedures with City Hall staff after further discussion with the Finance Committee.

City Clerk Ii reminded the Council that City Hall will be closed on Thursday and Friday, December 24th and 25th for the Christmas holiday. Offices will be open on Saturday, December 26th. She also advised that City Hall would be closed next Thursday and Friday, December 31st and January 1st for the New Year's holiday. Offices will re-open on Saturday, January 2nd with normal business hours.

Engineer Horak reported that the Verizon bill for the engineering department will incur a late charge unless payment is made immediately. He requested a motion to pay Verizon in the amount of \$83.11 from budget line item 01.540.4221.

Alderman Beverley made a motion to pay Verizon in the amount of \$83.11 to be expensed from budget line item #01.540.4221. Alderman Keene seconded. **Aye:** Aldermen Beverley, Dannewitz, Hyatt, Keene, Killey, McMahon, Moran and Robinson. **Nay:0** Motion carried 8:0

Engineer Horak also said approval for the subdivision improvements for Bohnstedt Addition and Bohnstedt Addition Phase 2 will be discussed at upcoming meetings.

He also advised that drainage plans for the Railroad Street project are being prepared for the contract IDOT bid. Engineer Horak also warned that IDOT may have to dig into the tree line along Railroad Street.

Chief Olson indicated the Police Department is still experiencing some radio problems but hopefully the problems have been resolved now that some repair work has been conducted.

Superintendent Hake reported that the second order of salt has been received. He also passed along a 'thank you' from the City of Somonauk for the radios.

Alderman Dannewitz reminded the Council about the Finance Committee meeting on Tuesday, December 22nd at 5:30 PM. He also indicated that the 2010 Finance Committee meeting schedule will be discussed.

Alderman Moran recommended that the Council purchase \$25.00 gift certificates for all actively employed full-time, part-time, crossing guards, and EMA personnel. He said there are approximately 42 employed personnel.

Alderman Moran made a motion to authorize the purchase of \$25.00 gift certificates from Art's, not to exceed 45 people, for all actively employed full-time, part-time, crossing guards, and EMA personnel. Motion was seconded by Alderman Dannewitz.

Motion died to lack of vote. Discussion followed as to the actual number of employees. Alderman Robinson said the employee list was not available, and added that the number of EMA employees would be an additional five (5) people.

Alderman Moran corrected his motion to authorize the purchase of \$25.00 gift certificates from Art's, not to exceed 50 people, for all actively employed full-time, part-time, crossing guards, and EMA personnel. Motion was seconded by Alderman Dannewitz. Aye: Aldermen Beverley, Dannewitz, Hyatt, Keene, Killey, McMahon, Moran and Robinson. Nay:0 Motion carried 8:0

Alderman Robinson noted that he had no reports at this time although he had requested certain items to be put on the agenda for the meeting.

There being no further business to come before the Committee, motion made by Alderman Robinson and seconded by Alderman Keene to adjourn the meeting at 7:23 PM. Motion carried unanimously by voice vote.

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Denise Li, City Clerk