



City of SANDWICH, ILLINOIS

City Hall Annex · 128 East Railroad Street

Regular Council Meeting
December 11th, 2017 at 7pm

MINUTES

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

Pledge of Allegiance

Roll call was taken:

Present: Mayor Olson, City Clerk Li, Aldermen Chmielewski, Kelleher, Killey, McMahon, O'Sullivan & Redden

Also present: Attorney Thompson, Director of Public Works Horak, Chief Bianchi, City Treasurer Webber & EMA Director Ciciora

Absent: Aldermen Dell & Robinson

Approval of Minutes

Motion was made by Alderman McMahon, and seconded by Alderman Kelleher, to approve minutes from the Regular meeting of November 27, 2017 and the Committee-of-the-Whole Council meeting of December 4, 2017. Aye: Aldermen Chmielewski, Kelleher, Killey, McMahon, O'Sullivan & Redden Nay:0 Motion carried 6:0

Approval of December Semi-Monthly Bills

Motion was made by Alderwoman Killey, and seconded by Alderman O'Sullivan, approving payment of the December semi-monthly bills in the total amount of \$132,330.73. Aye: Aldermen Chmielewski, Kelleher, Killey, McMahon, O'Sullivan & Redden Nay:0 Motion carried 6:0

Mayor Olson

Solar Presentation: Arnie Schramel, representing Progressive Energy, provided a presentation on the affordability of solar energy. In order to participate in the program, the City must be able to provide 2-5 acres for a solar field available for 25-30 years, and there is no capital investment by the City. Winning bid is chosen by the City. Although the program rules have not been finalized and approved until January, 2018, it was suggested to move forward if the City is interested by filing a grant application by April, 2018. Plano, Kendall County, and Fox Metro are moving forward with the project as well. The cost savings would benefit city-owned facilities with the sewer plant being the largest recipient. The expected savings would be 20-30% lower than current costs.

Audit Presentation by CliftonLarsonAllen: Sandy Cook, CPA, Engagement Director, presented the audit conducted in June, 2017. She reported that there were no new accounting policies adopted this year, and the majority of correcting entries related to recording of transfers, capital assets, or debt activities. Material weaknesses noted was the City's inability for adjusting entries, responsibility for financial statements, and segregation of duties. Additionally, there are no IT policies or procedures in place, nor a periodic review of access rights or offsite storage of backup data. The City is currently using a modified cash basis system of accounting, and it was announced that by 2019, the City must convert to an accrual method as part of GAAP (Generally Accepted Accounting Principles) accounting reform.

The audit reflected capital asset with a net depreciation of approximately \$21.2 million, City debt was approximately \$3.5 million, and no funds reflected a negative balance. Overall, the City is in a good financial position with a net change in total fund balances reflecting a decrease of \$1.293 million.

Lion's Club Citizenship Award: The Lions Club will be presenting a citizenship award in February. A 3-member committee will determine the recipient of the award and will have \$150.00 donated to their favorite charity. Applications are available at City Hall.

Ordinance 2017-19 entitled "An Ordinance Adopting a Policy Prohibiting Sexual Harassment for the City of Sandwich, Illinois" was presented for passage. With sensitive times surrounding sexual harassment, the IML (Illinois Municipal League) provided municipalities with the template ordinance in compliance with Illinois Public Act 100-0554 that became effective on November 16, 2017. The ordinance, with a policy prohibiting sexual harassment attached as Exhibit "A", must be passed by January 15, 2018. Alderman Redden questioned punctuation under "verbal conduct" that may constitute sexual harassment. A comma was placed after the word "humor" that he felt may be constructed as any and all humor including of a non-sexual nature. A suggestion was made to remove the comma making the verbiage read "humor and jokes about sex". Council concurred.

Alderman McMahon moved to pass Ordinance 2017-19, including the removal of a comma as noted in Exhibit A, Paragraph II, under 'verbal conduct that may constitute sexual harassment'. Motion was seconded by Alderman O'Sullivan. Aye: Aldermen Chmielewski, Kelleher, Killey, McMahon, O'Sullivan & Redden Nay:0 Motion carried 6:0

Sandwich City Flag: Mayor Olson shared a question posed by the Chicago Fire Department at the (former) Fire Chief Don Rimgale's Memorial regarding a City Flag to be flown. There is none. Several council members felt it was a good idea and suggested having a flag and logo designed by community involvement. The Mayor will contact IVVC and other organizations seeking interest to participate.

Tourism Committee met on November 29th, 2017 with attendees, Mayor Olson, Aldermen Killey and Kelleher, and Economic Development Director Jim Teckenbrock. The City is participating in two tourism bureaus: DeKalb County that the City has agreed to pay \$2,000, and the Aurora Area that the pays 90% of the 'bed tax' collected by the State. The City retains the remaining 10% of the tax. Ideas were shared to promote tourism including the Taste of Sandwich, Bologna Day, and the return of Freedom Days. The next meeting will be held on January 17th, 2018 at 7 PM in the Council Chambers. Over 30 invitees have been invited to attend include (but not limited to) the fairgrounds,

Chamber of Commerce, school district, Timber Creek, local organizations (Lions Club, Tri-County Kiwanis), park district, and historical society.

Chief of Police Contract: The 4-year agreement is retroactive to May 1, 2017. The salary will be \$92,000, and adjusted to \$105,000 on May 1, 2018. For the remaining two years of the contract, the salary will be directed by the Council. The agreement also covers vacation, sick leave, disability and health insurance benefits.

Motion made by Alderman McMahon, and seconded by Alderwoman Killey, approving the employment agreement with Chief Bianchi. Aye: Aldermen Chiemlewski, Kelleher, Killey, McMahon, O’Sullivan & Redden Nay:0 Motion carried 6:0

Foster, Buick, Conklin, Lundgren & Tritt LLC Law Group: Attorney Carrie Thompson was present. No report.

City Clerk li requested a motion approving the 2017 scheduled holidays and meetings.

So moved by Alderman Kelleher, and seconded by Alderwoman Chmielewski. Aye: Aldermen Chmielewski, Kelleher, Killey, McMahon, O’Sullivan & Robinson Nay:0 Motion carried 6:0

City Treasurer: No report

Director of Public Works & City Engineer Horak:

2017 6th Street Water Main Replacement Project: All affected properties are now being serviced by the new water main. The contractor will be disconnecting existing hydrants by the end of the week.

2017 5th & 6th Street Sanitary Sewer Lining Project: The contractor is scheduled to begin cleaning and televising the sanitary sewers on 5th Street (between Latham Street and Reimann Avenue) and 6th Street (between Reimann Avenue and Duvick Avenue) on Tuesday, December 12th. Door hangers will be placed at the affected residences. The lining of the sanitary sewers will occur in January.

Plan Commission regular meeting for Tuesday, December 12th, 2017, has been cancelled.

Zoning Board of Appeals regular meeting for Wednesday, December 27th, 2017, has been cancelled.

Municipal Sanitary Sewer Rates: A reminder that the municipal sewer rate will increase 2% beginning with water / sewer bill mailings after January 1, 2018. This is in accordance per Municipal Code Section 78-211(b). The rate will increase by \$.13 to a new rate of \$6.78 / 1,000 gallons.

Announcement: Even with leaves remaining on some trees, the leaf vac program has concluded for the season after a 1-week extension. Data for this year’s program included machinery repair the week of November 20th; 905 miles were put on Truck #2; 87 hours were put on the vacuum motor; and 237 total man hours during the program. From the start of the program the week of October 30th

until the end of the program on December 8th, there were 1832 residential stops to pick up leaves and a total of 1, 225 cubic yards of leaves collected.

Chief Bianchi thanked the Council for their vote of confidence after approval of his employment contract with the City.

EMA Director Ciciora: No report

Alderman Chmielewski questioned the City's role with the Aurora Area Convention & Visitors Bureau (AACVB) and the DeKalb County Convention & Visitors Bureau (DCCVB). Mayor Olson said the City is a partner with the DeKalb Bureau and member with the Aurora Bureau. The City's contract with the AACVB will soon be expiring, and a decision will need to be made by the City which tourism bureau to fund.

Alderman Dell: Absent

Alderman Kelleher: No report

Alderman Killey announced that the finance meeting scheduled to meet after the regular council meeting is cancelled due to lack of quorum. She will contact Aldermen Dell and Robinson to see if the meeting can be re-scheduled this week.

Alderman McMahon announced that the Wilshire & Wentworth landlord meeting will be held on Saturday, December 16th at 10 AM in the City Council Chambers.

Several weeks ago, there was a presentation on the benefits of grass and flower plantings in detention basins. Alderman McMahon reported there is grant money available for such projects.

Alderman O'Sullivan: No report

Alderman Redden reminded the Council that the BUILD program will expire in May, 2018. It is his recommendation to allow the program to expire but would like further discussion on the matter at next week's meeting.

Alderman Robinson: Absent

Audience Comments: None

New Business: 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 meeting at 8:15 PM. Motion was unanimous by viva voce vote.**

/s/ Denise Li – City Clerk