



# City of SANDWICH, ILLINOIS

City Hall Annex • 128 East Railroad Street

**Special Council Meeting**  
*December 19, 2016 at 7pm*

## MINUTES

Mayor Olson called the meeting to order at 7:02 PM.

Roll call was taken:

**Present:** Mayor Olson, City Clerk Li, Aldermen Dell, Killey, McMahon, Redden  
Robinson & Scheidecker

Alderman Fraser arrived at 7:06 PM

**Also present:** Attorney Gottschalk, Department of Public Works / City Engineer  
Horak, Chief Bianchi & EMA Director Ciciora

**Absent:** City Treasurer Webber

### Approval of Minutes

**Motion was made by Alderman McMahon and seconded by Alderman Scheidecker to approve the minutes for the Committee-of-the-Whole Council Meeting of November 12, 2016 and the Regular Council Meeting of December 12, 2016. Aye: Aldermen Dell, Killey, McMahon, Redden, Robinson & Scheidecker Nay:0 Motion carried 6:0**

### Approval of December Semi-Monthly Bills

Alderman Robinson, who sits on the finance committee, advised Council members that an invoice was removed for payment approval pending further investigation. The City had received a billing from Advanced Elevators for two (2) service calls on the same date totaling \$970.72.

**Motion was made by Alderwoman Killey, and seconded by Alderman Robinson, approving payment of the December semi-monthly bills in the total amount of \$73,351.21. Aye: Aldermen Dell, Killey, McMahon, Redden, Robinson & Scheidecker Nay: 0 Motion carried 6:0**

**Mayor Olson** called for Executive Session at the end of the meeting for personnel under Section 2(c)(1). He further noted that no action will be taken after the Session.

**Foster, Buick, Conklin & Lundgren LLC**

Attorney Cassandra Gottschalk opened the discussion on proposed Ordinance 2016-19 entitled “An Ordinance for the City of Sandwich, DeKalb and Kendall Counties, Illinois, Establishing Regulations for Allowable Travel, Meal and Lodging Expenses pursuant to Public Act 99-0604, known as the ‘Local Government Travel Expense Control Act’” presented for first read and discussion. The Act becomes effective January 1, 2017, and must be passed no later than June 30, 2017.

Attorney Buick had proposed amending language to the new Ordinance that would utilize the GSA (General Services Administration) reimbursement rates. The rates change annually and is limited to geographical areas. For the City, the maximum daily reimbursement allotment would be \$91.00 for lodging and \$51.00 for meals and incidentals (ie toll costs). Any reimbursement cost that exceeds the GSA rate would need Council approval.

Council was indecisive whether to list a specific maximum dollar amount reimbursement such as \$300.00, or accept the language pertaining to the GSA reimbursement rates. This discussion will be continued at the COW meeting on Tuesday, January 3<sup>rd</sup>, 2017.

**City Clerk Ii** – No report

**City Treasurer Webber** - Absent

**Director of Public Works & City Engineer Horak**

2016 Hot-Mix Asphalt Street Maintenance Project (16-00000-02-GM): Engineer Horak made a recommendation of approval for pay request #1 (and final) in an amount of \$111,608.43 to “D” Construction, Inc. to be paid from budgeted line #110.0000.90.6860 (MFT funds). Alderman Redden has received numerous complaints on the “waviness” of 6<sup>th</sup> Street. Engineer Horak explained that the asphalt work was not a reconstruction but an overlay and did meet IDOT specifications. More base could be laid but would also increase the cost to the City.

**Alderman McMahon made a motion approving payment in the amount of \$111,608.43 to “D” Construction. Motion was seconded by Alderman Redden. Aye: Aldermen Dell, Fraser, Killey, McMahon, Redden & Scheidecker Nay: Alderman Robinson Motion carried 6:1**

2016 Concrete Street Maintenance Project (16-00000-01-GM): Engineer Horak recommended the Request for Approval of Change in Plans #1 which results in a net increase to the contract of \$6,355.00 giving a final contract amount of \$309,169.00. Changes included patching and inlet adjustments as well as repairs at the northwest corner of Countyline Road and Lorraine Drive.

**Motion made by Alderman McMahon, and seconded by Alderman Redden, approving the Request for Approval of Change in Plans #1 in the amount of \$6,355.00. Aye: Aldermen Dell, Fraser, Killey, McMahon, Redden, Robinson & Scheidecker Nay:0 Motion carried 7:0**

Zoning Board of Appeals regular meeting of Wednesday, December 28, 2016, has been cancelled.

Recommendation for Approval: Recommendation made by Engineer Horak for approval of Amendment #1 to Task Order #16-03 Significant Users Monitoring Assistance to modify the completion schedule date from December 31, 2016 to December 31, 2017. Extension approval is requested to monitor industrial users for waste water. The original agreement with Strand Associates, Inc. was approved by the Council on April 11, 2016.

**So moved by Alderman Scheidecker, and seconded by Alderman McMahon. Aye: Aldermen Dell, Fraser, Killey, McMahon, Redden, Robinson & Scheidecker Nay:0 Motion carried 7:0**

**Chief Bianchi** - No report

**EMA Director Ciciora** – No report

**Alderman Dell** – No report

**Alderman Fraser** - No report

**Alderwoman Killey** – No report

**Alderman McMahon** – No report

**Alderman Redden** – No report

**Alderman Robinson** explained the changes made to the Personnel Ordinance 2016-04. Acknowledging that the Ordinance should have been approved in May, he noted the only changes to the Ordinance were add the definitions for “Department Head” and “Superintendent”, and including Superintendents to receive an extra two (2) days of personal leave absence per fiscal calendar year. The remainder of the Ordinance will remain the same until May, 2017 when the Ordinance will again be reviewed. Ordinance 2016-04 will be retroactive to May 1, 2016.

**Motion made by Alderman Robinson, and seconded by Alderman Dell, to pass Ordinance 2016-04 entitled “An Ordinance Amending an Ordinance Establishing Personnel Policies, Employee Benefits and Regulations and Pay Schedule for Municipal Employees of the City of Sandwich”. Aye: Aldermen Dell, Fraser, Killey, McMahon, Redden, Robinson & Scheidecker Nay:0 Motion carried 7:0**

**Alderman Scheidecker** – No report

**New Business** - None

**Audience Comments** – None

### **Executive Session**

**Motion made by Alderman Scheidecker and seconded by Alderman Redden to go into executive session at 7:20 PM, pursuant to Section 2(c)(1) “The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged**

**against an employee of the public body or against legal counsel for or the public body to determine its validity”. Aye: Aldermen Dell, Fraser, Killey, McMahon, Redden, Robinson & Scheidecker Nay:0 Motion carried 7:0**

Motion to return from Executive Session: **Motion made by Alderman Redden and seconded by Alderman Scheidecker to return to regular session at 7:35 PM. Motion carried unanimously by voice vote.**

**Adjournment**

There being no further business to come before the Council, **motion made by Alderman Redden and seconded by Alderman Scheidecker to adjourn the Regular Council meeting at 7:37 PM. Motion carried unanimously by viva voce vote.**

/s/ Denise Li, City Clerk