



# City of SANDWICH, ILLINOIS

City Hall Annex · 128 East Railroad Street

## Committee-of-the-Whole Council Meeting

April 20<sup>th</sup>, 2020 @ 7:00 PM

## MINUTES

Due to COVID-19, meeting was conducted via teleconference and open public meeting

Mayor Robinson called the meeting to order at 7:05 PM.

Roll call was taken:

**Present:** Mayor Robinson, City Clerk li, Aldermen Redden & Surratt, & EMA Director Ciciora

**Present via WebEx teleconference call:** Aldermen Chmielewski, Dell, Killely, Kelleher, Kreinbrink & Redden; City Attorney Harrill, Department of Public Works Horak & Chief Bianchi

**Absent:** City Treasurer Webber

**Mayor Robinson** discussed the Supplemental Memorandum of Agreement for dispatching services noting the term of the agreement is extended to five years with annual service fee increases. Council voiced concern about the approximate \$6,000 annual increase. Future costs and maintenance were factored into the Supplemental. This matter will be placed on next week's agenda for approval.

**City Clerk li** updated the Council on the success of the online payment program through ePAY.

### **Director of Public Works / City Engineer Horak:**

**Hydrant flushing** will begin on Monday, April 20<sup>th</sup> through Thursday, April 24<sup>th</sup>. It is expected that the hydrant flushing will begin by 8:00 a.m. and end by 4:00 p.m. each day.

**2019 MFT (19-00000-01-GM):** Engineer Horak discussed pay request #3 and final for Universal Asphalt & Excavating, Inc. to be expensed from 110.0000.90.6860 (Motor Fuel Tax Fund, Capital Improvements Service, Street Improvements). The pay request is in the amount of \$12,209.22. Any needed restoration will be resolved upon completion.

**Rock Salt Purchase:** The City has completed the Rock Salt CY20/21 Survey through Central Management Services for a rebid of the road salt contract for 2020/2021 for 600 tons @ 80% min/120% max. The 2020/2019 bid was for 500 tons @ 80% min/120% max. The 2019/2020 rock salt usage is estimated at 600 tons.

**Chief Bianchi:** No report

**EMA Director Ciciora:** No report

**Aldermen Reports:**

Alderwoman Chmielewski would like to see all clothing allowance for non-union staff be reflected in the new personnel manual.

Alderman Dell reported that the City has received \$1,000.00 insurance deductible on the 2<sup>nd</sup> guardrail claim for damages.

Alderman Kelleher: No report

Alderwoman Killey: No report

Alderman Kreinbrink questioned why FMLA (Family Medical Leave Act) runs consecutive to an employee's vacation and sick hours. Attorney Jess explained that FMLA insures the employee his / her job and is unpaid. By running consecutive, employee is receiving a salary. She further said either way of handling FMLA is acceptable.

Alderman Redden: No report

Alderman Robinson: Although no action is required by the Council, Alderman Robinson listed payout requests for unused sick and vacation hours: Matt Kimmey, roll over 80 vacation hours and payout 600 sick leave hours; Jeremy Moss, payout of 220 sick leave hours; Brian Voelkel, payout of 567 sick leave hours, and Tom Horak, payout of 117 sick leave hours. Under the new personnel manual, this is the last year payouts will be allowed. Staff has until April 30<sup>th</sup> to submit their payout requests.

Alderman Surratt: No report

**Announcements:** The next Finance Committee Meeting will be held on Monday, April 20<sup>th</sup> following the Committee-of-the-Whole Meeting.

**Audience Comments:** None

**Adjournment:** There being no further business to come before the Council, **motion made by Alderman Surratt and seconded by Alderman Redden to adjourn the Committee-of-the-Whole Council meeting at 7:24 PM. Motion carried unanimously by viva voce vote.**

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Denise li – City Clerk