



City of **SANDWICH, ILLINOIS**

City Hall Annex · 128 East Railroad Street

Regular Council Meeting

January 11, 2021 @ 7:00 PM

MINUTES

Mayor Robinson called the meeting to order at 7:14 PM.

Roll call was taken:

Present: Mayor Robinson; City Clerk Ii; Aldermen Surratt & Whitecotton

Present via WebEx teleconference call: Aldermen Dell, Kelleher, Killey & Kreinbrink; City Attorney Harrill, Department of Public Works Horak, Chief Bianchi & EMA Director Ciciora

Absent: Alderman Littlebrant

Audience Comments: None

Consent Agenda: Motion made by Alderman Surratt, and seconded by Alderman Kelleher, to adopt the Consent Agenda. Aye: Aldermen Dell, Kelleher, Killey, Kreinbrink, Robinson, Surratt & Whitecotton Nay:0 Motion carried 7:0

- a. Approval of Regular Council Meeting Minutes of December 14, 2020
- b. Approval of Special Meeting Minutes of December 21, 2020
- c. Approval of Committee-of-the-Whole Meeting Minutes of December 21, 2020
- d. Approval of Committee-of-the-Whole Meeting Minutes of January 4, 2021
- e. Approval of December bills totaling \$ 204,058.74
- f. Approval of January bills totaling \$ 731,236.97

Mayor Robinson

Newkirk Audit Presentation: Bill Newkirk, CPA, presented the audit explaining there were no difficulties encountered while performing this year's audit. The City uses a modified cash basis of accounting that is not unusual for small communities; however, the audit consequently does not recognize bonded debt nor police pension. The Police Pension uses an outside auditor. Weaknesses noted was segregation of duties regarding accounting functions and day-to-day operations. Because of the small staff, this is a common weakness.

The water & sewer fund shows a negative balance of \$175,239. City's debt is reflected as \$1.7 million with only a few years remaining on the debt repayment. Annual payments toward the debt is \$569,624. The auditor explained that once the debt is paid off, the cash situation in the utility fund

should become stable. Smaller funds totaling \$99,621 that showed little activity were merged into the General Fund. Mr. Newkirk praised City Hall staff for a smoother and organized audit this year that was completed in less days allotted.

Foster, Buick, Conklin & Lundgren Law Group: No report

City Clerk li: No report

City Department Reports:

EMA Director: No report

Chief Bianchi: No report

Director of Public Works / City Engineer Horak reported that the Plan Commission meeting scheduled for January 12, 2021, has been cancelled.

Aldermen Reports:

Alderman Dell asked the Council to complete the budget worksheets for capital improvement expenses.

Alderman Kreinbrink met with Engineer Horak pertaining to the proposed purchasing policy. Acknowledging good feedback, he encouraged the Council to talk with Engineer Horak on capital improvements and purchase orders.

Announcements: The next Finance Committee Meeting will be held on Monday, January 18, 2021 following the Committee-of-the-Whole Meeting.

Adjournment: There being no further business to come before the Council, **motion made by Alderman Surratt and seconded by Alderman Whitecotton to adjourn the Regular Council meeting at 7:33 PM. Aye: Aldermen Dell, Kelleher, Kiley, Kreinbrink, Robinson, Surratt & Whitecotton Nay:0 Motion carried 7:0**

/s/ Denise li – City Clerk