



City of **SANDWICH, ILLINOIS**

City Hall Annex · 128 East Railroad Street

Regular Council Meeting

January 13th, 2020 @ 7:00 PM

MINUTES

Mayor Robinson called the meeting to order at 7:00 PM followed by the Pledge of Allegiance.

Roll call was taken:

Present: Mayor Robinson, City Clerk li, Aldermen Chmielewski, Dell, Kelleher, Killey, Kreinbrink & Surratt

Also present: Attorney Harrill, Department of Public Works / City Engineer Horak, Sergeant Eisenberg & EMA Director Ciciora

Absent: Alderman Redden, City Treasurer Webber & Chief Bianchi

Audience Comments: None

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

- a. Approval of Regular Council Meeting Minutes of December 23, 2019
- b. Approval of COW Minutes of January 6, 2020
- c. Approval of January bills totaling \$ 108,946.81

Mayor Robinson: Bill Newkirk, representing Newkirk & Associates, Inc., presented that Annual Finance Report for the year ending April 30, 2019. Explanation for the delay in the audit completion included a late submission of Understanding of Services, delay in financial statements, and receipt of information from the Police Pension Fund. It was noted that the majority adjusted and / or corrected journal entries related to transfers, capital assets or debt recoveries. Following suggestions from last year's audit, journal entries for miscellaneous income were reduced significantly. Material weaknesses noted were the same as reported in past years as being segregation of duties and lack of internal control. Bill Newkirk was quick to note that this is not unusual in smaller communities such as Sandwich who maintains an office staff of three people that includes the City Clerk.

The audit reflected total liabilities and net worth of \$39,476,118 of which \$9,488,951 is from cash and investments. City debt was shown as approximately \$4,873,445. Additionally, the City's General Fund expended \$4,615,167 while only \$3,752,849 was budgeted for the year ending April 30, 2019.

Foster, Buick, Conklin & Lundgren, LLC: No report

City Clerk Li reported that the 2019 audit has been scheduled for the week of June 29th in anticipation of avoiding delays experienced with the current audit.

City Treasurer Webber: Absent

Director of Public Works / City Engineer Horak:

Plan Commission regular meeting will be held on Tuesday, January 14, 2020 at 6:30 pm in the City Hall Annex, 128 E. Railroad Street, Sandwich, IL 60548. Topic will be a discussion on the zoning of adult use cannabis establishments.

309 E. Railroad Street Renovation: A proposal was distributed for review from Williams Architects for roof repairs at the water treatment facility located at 309 E. Railroad Street. The project would also address any code requirements.

Chief Bianchi: Sergeant Eisenberg was present in Chief Bianchi's absence. No report

EMA Ciciora: No report

Alderwoman Chmielewski: No report

Alderman Dell, who is handling the City's insurance matters, received notification from the Illinois Public Risk Fund requesting OSHA reporting by February 1st for a OSHA Form 300A posting. IPRF will be hosting a Lunch 'n Learn on January 21st in Lisle. He reached out to Engineer Horak to assist with completion of OSHA 300 log.

Alderman Kelleher reported there was a question raised about electricity services to 1258 Woodcliff Court in Fairwinds at last week's finance committee meeting. The property is a vacant lot that ComEd has designated to list their monthly invoices for streetlight service Fairwinds Subdivision. Alderman Kelleher said he counted 60 streetlights but is seeking an accurate count from ComEd who owns the poles and lights.

Secondly, Alderman Kelleher said he has received an IT vendor inquiry raising the count to a total of three companies interested in providing service for the City. Question was raised if an RPF will be utilized in the hiring of IT support.

Alderwoman Killey advised that the Finance Committee will hold a special meeting on Saturday, January 18th at 8 AM. Discussion will cover capital projects for the upcoming 2019-2020 budget. Additionally, the next regular meeting of the Finance Commission will be held on Monday, January 20th following the COW (Committee-of-the-Whole) Meeting.

Alderman Kreinbrink questioned Engineer Horak if the IEPA has amended their recommendation regarding the Gletty Road cleanup. Response was no.

Alderman Redden: Absent

Alderman Robinson: No report

Alderman Surratt: No report

New Business: None

Adjournment: There being no further business to come before the Council, **motion made by Alderman Surratt and seconded by Alderman Kelleher to adjourn the Regular Council meeting at 7:25 PM. Motion carried unanimously by viva voce vote.**

/s/ Denise Li – City Clerk