



City of **SANDWICH, ILLINOIS**

City Hall Annex · 128 East Railroad Street

Special Council Meeting

April 18th, 2020 @ 8:00 AM

MINUTES

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

Mayor Robinson called the meeting to order at 8:07 AM

Roll call was taken:

Present: Mayor Robinson, City Clerk Ii, Alderman Redden

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

Absent: Alderman Surratt & City Treasurer Webber

Discussion on Proposed 2020-2021 Budget: Wes Levy, from Lauterbach & Amen, was present to explain updates to the proposed budget and availability to answer questions. As now presented, there is a deficit of \$581,842.00. Salary increases for staff would be 1%, backhoe expenses would be shared by the Water, Sewer and Street departments, the 1st Supplemental to the Municipal Code was increased to \$4,500.00, and overall tax revenues reduction. A breakdown was provided reflecting the loss of tax revenues due to COVID-19 creating a shortfall of \$248,924.44.

Discussions covered a proposed sewer superintendent position, 1% staff salary increase including the elimination of longevity vacation / sick leave payouts, the purchase of a backhoe versus leasing or renting, and Opera House maintenance. Wes Levy will make the necessary adjustments to the budget accordingly.

Each alderman was given an opportunity to ask questions regarding the proposed budget:

Alderwoman Chmielewski noticed that the narrative for the Police Department had not been updated and needed further review. She also inquired about \$180,000 being designated for the Gletty Road cleanup. Another question was how utilities were being assigned in the budget differentiating between the old and new police departments. As an additional supply savings, Alderwoman Chmielewski suggested joining a co-op with other municipalities.

Alderman Dell inquired about the contribution to Sandwich Economic Development Corp. In the past, the City has contributed \$40,000.00 annually. Director Jim Teckenbrock had approached Mayor Robinson suggesting the amount be lower to \$30,000.00 annually. Council agreed.

Alderman Kelleher had no further questions that had not been previously addressed.

Alderwoman Killey said the City needs to lead by example and display financial concern.

Alderman Kreinbrink said that salaries listed under Administrative were incorrect as was Opera House maintenance and that both needed to be reviewed for accuracy. He also noted that JULIE expenses were not properly posted in the proposed budget.

Alderman Redden had no further questions that had not been previously addressed.

Discussion on Proposed Personnel Manual: Mayor Robinson had emailed an updated version of the proposed Personnel Manual for Council's review. After talking with staff and some aldermen, he felt the Manual was 'solid', but acknowledged that some of the Council may not have had an opportunity to review it yet. Aldermen Chmielewski and Kreinbrink noted typos needing attention and questioned about food allowance, longevity and clothing allowance. Council will review the proposed Manual for further discussion.

Audience Comments: Audience member, Doug Grief, inquired when the WebEx issues were going to be resolved, particularly allowing access. Mayor Robinson explained the City is doing it's best to be transparent, and municipalities as well as other taxing bodies are experiencing similar remote access issues. The City continues to better the remote availability to the community.

WSPY reporter, Jim Wyman, thanked City Clerk Li in her attempts to provide an audio recording of the April 13th meeting. The recording equipment failed for WSPY, and the City Clerk was experiencing difficulty downloading the WebEx recording onto her computer in order to forward to WSPY. Another issue experienced was the City's server was too small, and the WebEx recording was too large. Success was finally realized by the end of the week.

Adjournment: There being no further business to come before the Council, **motion made by Alderman Redden and seconded by Alderman Kelleher to adjourn the Special Council meeting at 10:08 AM. Motion carried unanimously by viva voce vote.**

/s/ Denise Li – City Clerk