



# Committee-of-the-Whole Council Meeting Agenda

Tuesday, September 03, 2024 at 7:00 PM

City Hall Annex - 128 East Railroad Street, Sandwich, IL 60548

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1. **Call to Order**
2. **Pledge of Allegiance**
3. **Roll Call**
4. **Mayor's Report:** Todd Latham
5. **Attorney's Report:**  
Attorney Cassandra Gottschalk / Foster, Buick, Conklin, Lundgren & Gottschalk, LLC.
6. **City Clerk's Report:** Denise li
7. **Treasurer's Report:** Vacant
8. **City Administrator's Report:** Geoff Penman
9. **City Department's Reports**
  - A. EMA – Tony Eberle
  - B. Police - Chief Kevin Senne
  - C. Engineering – Curt Dettmann - EEI
  - D. Code Enforcement - Kevin Fernandez
10. **Council Reports**

Alderman Adam Arnett

Aldерwoman Karsta Erickson

Alderman Bill Fritsch

Aldерwoman Rebecca Johnson

Alderman Fred Kreinbrink

Alderman Bill Littlebrant

Alderman Rich Robinson

Sandhurst Street Lights  
Latham Street Ditches

Center Street  
Smoking Downtown

Alderman Rick Whitecotton

**11. New Business**

- A. Discussion of Professional Services Agreement with Engineering Enterprises Inc. to develop project plans for IEPA funding application.
- B. Discussion of Monthly Bills in the amount of \$1,180,711.08

**12. Old Business**

- A. Discussion of Ordinance 2024 - \_\_\_\_: AN ORDINANCE ESTABLISHING AND FIXING THE COMPENSATION FOR THE MAYOR AND LIQUOR COMMISSIONER OF THE CITY OF SANDWICH, ILLINOIS.
- B. Discussion of Ordinance 2024 - \_\_\_\_: AN ORDINANCE ESTABLISHING AND FIXING THE COMPENSATION FOR THE CLERK OF THE CITY OF SANDWICH, ILLINOIS.
- C. Discussion of Compensation of City Collector
- D. Discussion of Duties of City Clerk
- E. Discussion of Duties of City Collector
- F. Discussion of Termination Agreement with GRNE regarding terminating the Solar Power Purchase Agreement dated April 25, 2022
- G. Discussion of Smoking Regulations

**13. Announcements**

**14. Audience Comments**

**15. Executive Session**

- A. Executive Session pursuant to 5 ILCS 120/2(c)(5): The purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired.

**16. Adjournment**

**ORDINANCE NO. 2024-\_\_**

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**AN ORDINANCE ESTABLISHING AND FIXING THE COMPENSATION FOR THE  
MAYOR AND LIQUOR COMMISSIONER OF THE CITY OF SANDWICH, ILLINOIS**

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Passed by the City Council, September \_\_\_\_, 2024

Printed and Published, September \_\_\_\_, 2024

Printed and Published in Pamphlet Form  
By Authority of the City Council

CITY OF SANDWICH  
DEKALB AND KENDALL COUNTIES, ILLINOIS

I hereby certify that this document  
was properly published on the date  
stated above.

\_\_\_\_\_  
City Clerk

**ORDINANCE NO. 2024-\_\_**

**BE IT ORDAINED** by the Mayor and City Council of the City of Sandwich, DeKalb and Kendall Counties, Illinois, THAT:

**AN ORDINANCE ESTABLISHING AND FIXING THE COMPENSATION FOR THE MAYOR AND LIQUOR COMMISSIONER OF THE CITY OF SANDWICH, ILLINOIS**

shall be, and is hereby, adopted as follows:

Section 1.     BACKGROUND.

The City of Sandwich (“*City*”) has the authority to adopt ordinances and to promulgate rules and regulations that pertain to its government and affairs, and to review, interpret, and amend its ordinances, rules, and regulations. Pursuant to Section 2-111 of the City Code of Ordinances, the salary of the mayor and the liquor commissioner is to be set by the City Council. The City has determined that it is in the best interest of the City to set the salary of the mayor and the liquor commissioner as set forth herein.

Section 2.     ORDINANCE.

A.     That beginning May 1, 2025, the salary for the offices of Mayor and Liquor Commissioner shall be as follows:

- 1. Mayor:                             \$ \_\_\_\_\_
- 2. Liquor Commissioner:         \$ \_\_\_\_\_

Section 3.     SUPERSEDER.

All sections, ordinances, resolutions, motions, or orders in conflict herewith shall be, and the same hereby are, repealed to the extent of such conflict and except as to the amendments heretofore mentioned, all chapters and sections of the Municipal Code of Sandwich, Illinois, shall remain in full force and effect.

Section 4.     EFFECTIVE DATE.

That this Ordinance shall, by authority of the City Council of the City of Sandwich, Illinois, be published in pamphlet form and be published by a newspaper published within the City. From and after 10 days after said publication within a newspaper published within the City, this ordinance shall be in full force and effect.

PASSED BY THE CITY COUNCIL of the City of Sandwich, Illinois, at a regular meeting thereof held on the \_\_\_\_day of September, 2024, and approved by me as Mayor on the same day.

AYES:  
NAYS:  
ABSENT:

\_\_\_\_\_  
Todd Latham, Mayor

\_\_\_\_\_

Denise Ii, City Clerk

PUBLISHED BY ME IN PAMPHLET FORM BY AUTHORITY OF THE CITY COUNCIL  
OF THE CITY OF SANDWICH, ILLINOIS, THIS \_\_\_\_ DAY OF SEPTEMBER, 2024.

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City Clerk

**ORDINANCE NO. 2024-\_\_**

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**AN ORDINANCE ESTABLISHING AND FIXING THE COMPENSATION FOR THE  
CITY CLERK OF THE CITY OF SANDWICH, ILLINOIS**

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Passed by the City Council, September \_\_\_\_, 2024

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CITY OF SANDWICH  
DEKALB AND KENDALL COUNTIES, ILLINOIS

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stated above.

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City Clerk

**ORDINANCE NO. 2024-\_\_**

**BE IT ORDAINED** by the Mayor and City Council of the City of Sandwich, DeKalb and Kendall Counties, Illinois, THAT:

**AN ORDINANCE ESTABLISHING AND FIXING THE COMPENSATION FOR THE CITY CLERK OF THE CITY OF SANDWICH, ILLINOIS**

shall be, and is hereby, adopted as follows:

Section 1.     BACKGROUND.

The City of Sandwich (“*City*”) has the authority to adopt ordinances and to promulgate rules and regulations that pertain to its government and affairs, and to review, interpret, and amend its ordinances, rules, and regulations. Pursuant to Section 2-188 of the City Code of Ordinances, the salary of the clerk is to be set by the City Council. The City has determined that it is in the best interest of the City to set the salary of the clerk as set forth herein.

Section 2.     ORDINANCE.

A.     That beginning May 1, 2025, and ending April 30, 2029, the salary for the office of City Clerk shall be as follows:

- 1. City Clerk
  - a. For the term year beginning on May 1, 2025, and ending on April 30, 2026: \$ \_\_\_\_\_
  - b. For the term year beginning on May 1, 2026, and ending on April 30, 2027: \$ \_\_\_\_\_
  - c. For the term year beginning on May 1, 2027, and ending on April 30, 2028: \$ \_\_\_\_\_
  - d. For the term year beginning on May 1, 2028, and ending on April 30, 2029: \$ \_\_\_\_\_

Section 3.     SUPERSEDER.

All sections, ordinances, resolutions, motions, or orders in conflict herewith shall be, and the same hereby are, repealed to the extent of such conflict and except as to the amendments heretofore mentioned, all chapters and sections of the Municipal Code of Sandwich, Illinois, shall remain in full force and effect.

Section 4.     EFFECTIVE DATE.

That this Ordinance shall, by authority of the City Council of the City of Sandwich, Illinois, be published in pamphlet form and be published by a newspaper published within the City. From and after 10 days after said publication within a newspaper published within the City, this ordinance shall be in full force and effect.

PASSED BY THE CITY COUNCIL of the City of Sandwich, Illinois, at a regular meeting thereof held on the \_\_\_\_day of September, 2024, and approved by me as Mayor on the same day.

AYES:  
NAYS:  
ABSENT:

\_\_\_\_\_  
Todd Latham, Mayor

\_\_\_\_\_  
Denise Ii, City Clerk

PUBLISHED BY ME IN PAMPHLET FORM BY AUTHORITY OF THE CITY COUNCIL OF THE CITY OF SANDWICH, ILLINOIS, THIS \_\_\_\_ DAY OF SEPTEMBER, 2024.

\_\_\_\_\_  
City Clerk



**ORDINANCE NO. 2024-\_\_**

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**AN ORDINANCE ESTABLISHING AND FIXING THE COMPENSATION FOR THE  
CITY COLLECTOR OF THE CITY OF SANDWICH, ILLINOIS**

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CITY OF SANDWICH  
DEKALB AND KENDALL COUNTIES, ILLINOIS

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was properly published on the date  
stated above.

\_\_\_\_\_  
City Clerk

**ORDINANCE NO. 2024-\_\_**

**BE IT ORDAINED** by the Mayor and City Council of the City of Sandwich, DeKalb and Kendall Counties, Illinois, THAT:

**AN ORDINANCE ESTABLISHING AND FIXING THE COMPENSATION FOR THE CITY COLLECTOR OF THE CITY OF SANDWICH, ILLINOIS**

shall be, and is hereby, adopted as follows:

Section 1.     BACKGROUND.

The City of Sandwich (“*City*”) has the authority to adopt ordinances and to promulgate rules and regulations that pertain to its government and affairs, and to review, interpret, and amend its ordinances, rules, and regulations. Pursuant to Section 2-217 of the City Code of Ordinances, the compensation of the collector is to be set by the City Council. The City has determined that it is in the best interest of the City to set the compensation of the collector as set forth herein.

Section 2.     ORDINANCE.

- A.     That beginning May 1, 2025, the compensation for the office of City Collector shall be \$ \_\_\_\_\_ per hour

Section 3.     SUPERSEDER.

All sections, ordinances, resolutions, motions, or orders in conflict herewith shall be, and the same hereby are, repealed to the extent of such conflict and except as to the amendments heretofore mentioned, all chapters and sections of the Municipal Code of Sandwich, Illinois, shall remain in full force and effect.

Section 4.     EFFECTIVE DATE.

That this Ordinance shall, by authority of the City Council of the City of Sandwich, Illinois, be published in pamphlet form and be published by a newspaper published within the City. From and after 10 days after said publication within a newspaper published within the City, this ordinance shall be in full force and effect.

PASSED BY THE CITY COUNCIL of the City of Sandwich, Illinois, at a regular meeting thereof held on the \_\_\_ day of September, 2024, and approved by me as Mayor on the same day.

AYES:  
NAYS:  
ABSENT:

\_\_\_\_\_  
Todd Latham, Mayor

\_\_\_\_\_  
Denise Ii, City Clerk

PUBLISHED BY ME IN PAMPHLET FORM BY AUTHORITY OF THE CITY COUNCIL  
OF THE CITY OF SANDWICH, ILLINOIS, THIS \_\_\_\_ DAY OF SEPTEMBER, 2024.

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City Clerk

- CODE OF ORDINANCES  
Chapter 2 - ADMINISTRATION  
ARTICLE III. - OFFICERS AND EMPLOYEES  
DIVISION 4. CLERK

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***DIVISION 4. CLERK<sup>1</sup>***

**Sec. 2-178. Election; term.**

The city clerk shall be elected and serve for a four-year term and until a successor is elected and qualified, as provided by statute. The city clerk may also serve as the appointed city collector and receive compensation therefor.

(Code 1983, § 2-71; Code 2002, § 2-171)

**Sec. 2-179. Bond.**

Before entering upon duties of office, the city clerk shall execute a bond, the cost, if any, shall be borne by the city.

(Code 1983, § 2-72; Code 2002, § 2-172)

State law reference(s)—Officers' bonds, 65 ILCS 5/3.1-10-30.

**Sec. 2-180. Signature.**

The city clerk shall seal and attest all contracts of the city and all licenses, permits and such other documents as shall require this formality.

(Code 1983, § 2-73; Code 2002, § 2-173)

**Sec. 2-181. Accounts.**

The clerk shall keep accounts showing all money received and its source and disposition, and such other accounts as may be required by statute or ordinance.

(Code 1983, § 2-74; Code 2002, § 2-174)

**Sec. 2-182. Disposition of money collected.**

The clerk shall turn over all money received by the clerk on behalf of the city to the city treasurer promptly upon receipt of the money, and with such money the clerk shall give a statement as to its source.

(Code 1983, § 2-75; Code 2002, § 2-175)

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<sup>1</sup>State law reference(s)—Election of city clerk, 65 ILCS 5/3.1-20-5; duties of clerk, 65 ILCS 5/3.1-35-90.

**Sec. 2-183. Records.**

In addition to the record of ordinances and other records which the clerk is required by statute to keep, the clerk shall keep a register of all licenses and permits issued and their payments, a record showing all of the officers and regular employees of the city and such other records as may be required by the city council.

(Code 1983, § 2-76; Code 2002, § 2-176)

**Sec. 2-184. Index of documents and records.**

The clerk shall keep and maintain a proper index to all documents and records kept by the clerk, so that ready access thereto and use thereof may be had.

(Code 1983, § 2-77; Code 2002, § 2-177)

**Sec. 2-185. Additional duties.**

The city clerk shall:

- (1) Keep office at the place appointed by the city council.
- (2) Attend all meetings of the city council and take and keep the minutes and records of all its proceedings.
- (3) Record such minutes, together with all ordinances passed by the city council, in books to be kept for that purpose.
- (4) Publish all proceedings of the city council and all ordinances required by law to be published.
- (5) Serve all notices, either by personal service, by publication or by posting, required by law or the order of the city council or the mayor to be served, unless such notices are expressly ordered to be served by some other person.
- (6) Sign and keep a record of all warrants drawn on the city treasury, stating the date, number and amount, to whom payable and against what fund drawn.
- (7) Perform all duties of a local election officer, according to statute.
- (8) Notify, within five days after the result of any election is declared or appointments made, all persons elected or appointed to any city office of their election or appointment.
- (9) File all ordinances, communications, receipts and other documents required to be filed, and arrange the same in systematic order for ready reference.
- (10) Keep the corporate seal of the city and affix the seal to all papers which require it.
- (11) Be the custodian and keeper of all the books, records, ordinances and papers of the city, except as otherwise provided by law or ordinance.
- (12) Make copies of all papers in the clerk's office, and transcripts from journals and other records and files of the clerk's office, certified under the corporate seal, for use in evidence when required.

(Code 1983, § 2-78; Code 2002, § 2-178)

State law reference(s)—Publication of ordinances, 65 ILCS 5/1-2-4; publication of ordinances adopting technical codes, 65 ILCS 5/1-3-3.

**Sec. 2-186. Deputy city clerk.**

- (a) *Office created; appointment.* There is hereby created the position of deputy city clerk, who shall be qualified and appointed annually by the mayor, upon the recommendation of the city clerk, by and with the advice and consent of the city council.
- (b) *Bond.* The deputy city clerk shall furnish a bond, the cost, if any, shall be borne by the city. Such bond shall be approved by the mayor.
- (c) *Salary; subject to rules.* The salary or compensation of the deputy city clerk shall be such as provided for by ordinance, and the deputy city clerk will be governed by all regulations and policies applicable to city employees.
- (d) *Duties.* The deputy city clerk shall:
  - (1) Perform such duties and responsibilities as shall be assigned to the deputy city clerk by the city clerk.
  - (2) Make such reports of the deputy clerk's activities as shall be requested by the city clerk, the mayor or the city council.
  - (3) Perform the duties of city clerk upon the clerk's absence from the city and shall perform those duties required by ordinance or state statute.

(Code 1983, § 2-79; Code 2002, § 2-179; Ord. No. 93-4, § 2(2-79), 2-8-1993)

State law reference(s)—Deputy city clerk, 65 ILCS 5/3.1-30-10.

**Sec. 2-187. Hours of work.**

The business hours of the office of the city clerk shall be from 8:00 a.m. to 5:00 p.m., Monday through Friday, and 8:00 a.m. to 11:30 a.m. on Saturday of each week. The office of the city clerk shall be open during the noon hour. The city clerk shall be responsible for maintaining the office hours of the clerk's office, including hours for the deputy city clerk and any other employees working therein.

(Code 1983, § 2-80; Code 2002, § 2-180; Ord. No. 93-4, § 2(2-80), 2-8-1993)

**Sec. 2-188. Compensation.**

The city clerk shall receive compensation as set by the city council, payable as other wages are paid by the clerk's office.

(Code 1983, § 2-81; Code 2002, § 2-181; Ord. No. 96-30, § 1, 9-23-1996)

State law reference(s)—Clerk serving as collector, 65 ILCS 5/3.1-35-135; collector's duties, 65 ILCS 5/3.1-35-120.

**Secs. 2-189—2-214. Reserved.**

- CODE OF ORDINANCES  
Chapter 2 - ADMINISTRATION  
ARTICLE III. - OFFICERS AND EMPLOYEES  
DIVISION 5. COLLECTOR

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*DIVISION 5. COLLECTOR*

**Sec. 2-215. Appointed; duties.**

There shall be appointed by the mayor, with the approval of the city council, a city collector. The city collector shall have the following duties:

- (1) Collect all water and sewer charges and all charges and all license fees for any and all licenses issued under the ordinances of the city, together with all permits fees and other moneys due the city, for collections which are not by law or ordinance provided to be made by some other officer of the city.
- (2) Collect all special assessments, special taxes on special assessments, and special tax warrants which may come into the city collector's hands, and shall collect and turn over such moneys and return such warrants as provided by law.
- (3) Make return of all special assessments and other warrants and make report in writing of all delinquent lists of assessments and special taxes to such officer as may be designated by statute. The return and report shall be made in the manner provided by law.

(Code 1983, § 2-82; Code 2002, § 2-201)

State law reference(s)—Appointment of city collector, 65 ILCS 5/3.1-30-5(a)(2).

**Sec. 2-216. Term of office.**

The term of office of the city collector shall be for one year.

(Code 1983, § 2-83; Code 2002, § 2-202)

**Sec. 2-217. Compensation.**

The city collector shall receive such compensation as shall be determined by the council from time to time.

(Code 1983, § 2-84; Code 2002, § 2-203)

**Sec. 2-218. Office hours.**

- (a) The business hours of the office of the city collector shall be from 8:00 a.m. to 5:00 p.m., Monday through Friday, with one hour off for lunch, and 8:00 a.m. to 11:30 a.m. on Saturday of each week, or such other and different hours as shall be determined by the council from time to time.
- (b) If a city clerk is appointed to be the city collector, then the lunch hour taken by the city collector under subsection (a) of this section must coincide with the lunch hour taken by the city clerk, so that the same person acting as the city clerk and city collector does not take a double lunch hour for a period in excess of 60 minutes. The city collector shall be required to punch in and punch out on the city time clock in city hall.

(Code 2002, § 2-204; Ord. No. 97-13, §§ 3, 4, 4-28-1997)

**Secs. 2-219—2-244. Reserved.**