

CITY OF SANDWICH

RESOLUTION NO. _____

**A RESOLUTION AMENDING THE CITY OF SANDWICH PERSONNEL MANUAL
(SECTION 3(E) TRAVEL EXPENSES)**

ADOPTED BY THE CITY COUNCIL
OF THE CITY OF SANDWICH
THIS _____ DAY OF JULY, 2025

RESOLUTION NO. _____

**A RESOLUTION AMENDING THE CITY OF SANDWICH PERSONNEL MANUAL
(SECTION 3(E) TRAVEL EXPENSES)**

WHEREAS, under and pursuant to a Resolution adopted on December 4, 2023, the City Council of the City of Sandwich, Illinois approved and adopted an amended personnel manual known as and referred to as the “City of Sandwich Personnel Manual,” (hereinafter referred to as the ‘Personnel Manual’,) and,

WHEREAS, the City Council now desires to supplement and amend certain portions of the Personnel Manual as set forth in this Resolution to clearly state the travel expenses reimbursements for food and lodging,

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Sandwich, DeKalb and Kendall Counties, Illinois, as follows:

SECTION 1. The Personnel Manual is hereby amended as follows:

SECTION 2. The Personnel Manual, included in its entirety as Exhibit A to this Resolution, is hereby adopted as the “City of Sandwich Personnel Manual.”

SECTION 2. This Resolution shall be in full force and effect from and after its passage and approval as provided by law.

PASSED BY THE CITY COUNCIL of the City of Sandwich, Illinois, at a regular meeting thereof held on the _____ day of _____, 2025, and approved by me as Mayor on the same day.

AYES: _____

NAYS: _____

ABSENT: _____

Todd Latham, Mayor

ATTEST:

Denise Ii, City Clerk

CERTIFICATION

I, Denise Ii, do hereby certify that I am the duly elected, qualified and acting City Clerk of the City of Sandwich, Counties of DeKalb and Kendall, and State of Illinois, and that I am keeper of the records, ordinances and other proceedings of said City; and I further certify that the above and foregoing is a true and correct copy of

RESOLUTION 2025-__

**A RESOLUTION AMENDING THE CITY OF SANDWICH PERSONNEL MANUAL
(SECTION 3(E) TRAVEL EXPENSES)**

As approved and adopted by the City Council at a regular meeting of the City Council of the City of Sandwich, held on the ____ day of _____, 2025, which meeting was held in the Council Chambers located in the City Hall Annex at 128 East Railroad Street in the City of Sandwich, Illinois.

Witness my hand and seal this ____ day of _____, 2025.

Denise Ii, City Clerk

EXHIBIT “A”