



City of  
**SANDWICH, ILLINOIS**

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## **Finance Committee Minutes**

### City Council Chambers

Monday, February 1, 2021

Chairwoman Killey called the meeting to order at 7:41 PM.

Roll call was taken:

**Present:** Aldermen Dell, Killey & Kreinbrink; City Clerk Li

**Also present:** WSPY Correspondent Ethan Kruger

**Review of Semi-Monthly Bills:** Bills were reviewed to be submitted for payment approval at the Regular Meeting of February 8, 2021. Question was raised on an overpayment refund to Sandwich Development Partners in the amount of \$5,3350.71.

#### **Old Business:**

**Proposed Purchasing Agreement** – Alderman Kreinbrink has not heard from Engineer Horak on the final draft. He suspects email issues and will resend the email.

**Utility Billing Software Module** – City Clerk Li was able to provide additional information on the new software module that will enable residents to access their accounts for online payments. In addition, the new software will afford residents to receive their quarterly invoices via email. The cost of the software is a one-time onboard fee of \$2,500 if paid prior to March 31<sup>st</sup>. The annual fee is based on usage with a minimum number of 300 residents. The annual cost would be \$2,160. Li expressed fear that the older demographics will not utilize the program and will continue to call into City Hall to pay their bills. She added that this project of accepting payments over the phone can potentially create a liability risk. It is anticipated the program would be operationally within 6-12 weeks. Question was raised related to the user / service fee for the online payments, security issues and to make contact with the City's IT for additional input. Li will contact the software company, FrontDesk, with additional questions. City Hall viewed an online demonstration earlier in the day.

**New Business:** Alderman Dell stressed that he would like lists returned from department heads on proposed capital improvement projects in preparation of the 2021-2022 budget.

**Audience Comments:** Resident, Todd Latham, shared his experience with a program similar to the proposed FrontDesk. He agreed that the program is geared toward younger users but added that City Hall does not want to house credit card information.

**Adjournment:** There being no further business to come before the Committee, **motion made by Alderman Kreinbrink, and seconded by Alderman Dell, to adjourn at 8:10 PM. Motion carried unanimously by voice vote.**

/s/ Denise Li, City Clerk