



# City of **SANDWICH, ILLINOIS**

City Hall Annex · 128 East Railroad Street

## **Special Finance Committee Meeting**

*June 22<sup>nd</sup>, 2020 immediately following Regular Council Meeting*

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## MINUTES

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

Chairwoman Killey called the meeting to order at 7:18 PM

Roll call was taken:

**Present via WebEx teleconference call:** Aldermen Dell, Killey & Kreinbrink

**Also present in public meeting:** Mayor Robinson & City Clerk li

**Discussion on Proposed Purchasing Policy:** Late last summer, Wes Levy provided the Committee with an example of a purchasing policy from other communities. Immediate discussion centered on purchase amount limitations avoiding becoming too restrictive. The example policy made mention of City Manager and Finance Department in the chain of command. The City of Sandwich does not have said positions and substitutions will be made (example: Mayor in place of City Manager).

Committee questioned how much the City Council may want to be involved in the purchasing limitation and approvals. Currently, the Department Heads make the purchase decision and will bring before the Council for approval if not budgeted or may be cost prohibitive. Committee agreed that the Mayor can approve emergency purchases, and any purchases over \$5,000 must come before the Council. Suggested purchasing restrictions would be up to \$1,000 would require one quote; 3 quotes would be required of purchases \$1,000 - \$25,000; and anything over \$25,000 would require a formal bid process.

Other purchasing topics including blanket purchase orders to be directed to Engineer Horak for input; the tracking and management of petty cash directed to City Clerk li to clarify with the police department and administration, and travel request forms. Chairwoman Killey reminded the Committee that the Council just adopted a personnel manual and that travel requests should coincide with each other. Alderman Dell suggested following the personnel manual on travel matters.

The purchasing process, as shown in the example proposal, will be reviewed by City Clerk li and AP (Accounts Payable) Clerk Michele Hoisington. Sealed bids / RSP (requests for proposal) will be reviewed by Engineer Horak.

Meeting concluded with a July 20<sup>th</sup> deadline to obtain and return information to the Committee. Alderman Dell will provide the purchasing policy example to the City's auditors, Newkirk & Associates, for review. Committee did not see a need to include Wes Levy of Lauterbach & Amen, the City's accountants, at this time in the drafting process. Alderman Kreinbrink will create a draft copy of the proposed policy as well as contacting Engineer Horak and AP Clerk Hoisington.

**Audience Comments:** None

**Adjournment:** There being no further business to come before the Council, **motion made by Alderman Kreinbrink and seconded by Alderman Dell to adjourn the Special Council meeting at 8:24. Motion carried unanimously by viva voce vote.**

/s/ Denise li – City Clerk