

MINUTES OF THE REGULAR MEETING OF THE FINANCE COMMITTEE OF THE VILLAGE OF METTAWA, ILLINOIS, HELD AT THE HOUR OF 6:00 P.M. ON DECEMBER 21, 2021 VIA ZOOM

A. CALL TO ORDER

Chairman Maier called the meeting to order at 6:00 p.m.

The Village President has made the determination that an in-person meeting is not practical nor prudent because of the COVID-19 pandemic. As the head of this public body, the Village President has the authority to act on the Governor's direction, based on the December 10, 2021, Disaster Declaration made by Governor Pritzker. The Village President has based this determination for the safety of the Village Board members and the residents.

B. ROLL CALL

Upon a call of the roll, the following were:

Present: Chairman Maier and Trustees Armstrong and Towne

Absent: None

Chairman Maier declared a quorum.

Also, on the call: Village Clerk, Sandy Gallo; Village Treasurer, Amy Weiland; and Village Administrator, Mandi Florip; Trustees Clark and Pink

C. APPROVAL OF THE MINUTES OF NOVEMBER

Chairman Maier requested a motion to approve the November 16, 2021 meeting minutes. It was moved by Trustee Towne and seconded by Trustee Armstrong that the minutes be approved and be placed on file. The motion was carried.

D. REVIEW OF INVOICES PRESENTED FOR PAYMENT

No questions were received from the Committee regarding the invoices. Trustee Pink remarked she does not approve of the James Anderson retainer amount of \$10K as it is not itemized. Chairman Maier responded as the new engineering services contract discussions begin, the retainer amount will be considered too. Village Treasurer Weiland remarked she too would like to see the expenses captured within the retainer amount.

Chairman Maier stated the invoice amount for bills to be paid is \$167,388.87.

E. REVIEW OF TREASURER'S REPORT FOR NOVEMBER

Chairman Maier said the revenue is reflecting very favorably. No further questions were received from the Committee.

F. REVIEW THE COMMITTEES EXPENSE SUMMARY REPORT

Chairman Maier indicated no expense reports were provided this month.

G. RECOMMENDATION TO APPROVE OF AN ORDINANCE AUTHORIZING THE LEVY AND COLLECTION OF TAXES FOR THE CORPORATE AND MUNICIPAL PURPOSES OF THE VILLAGE OF METTAWA FOR THE YEAR 2021

Chairman Maier indicated the Corporate Levy will remain in the amount of \$135K. Village Administrator Florip added the SSAs remain at their maximum collection amounts. SSA#13 was removed from the listing due to the Board having approved the dissemination of this SSA at the end of 2020. This SSA has a fund balance of \$7,500 which will be distributed among the 33 homeowners with a portion retained for administration fees.

H. TERMINATION OF THE ACCOUNTING AND FINANCIAL SERVICE AGREEMENT

Chairman Maier stated the contract for the Financial Consultant Dorothy O'Mary is not being renewed. On December 1st, the Financial Consultant was given a 30-day notice of termination. Dorothy O'Mary graciously completed the financial statements for the December meetings. An individual will be utilized in the interim to complete the financial duties. Dorothy O'Mary sent out a communication today requesting to be excused from today's meetings. Dorothy O'Mary is working with the Village members to have a smooth transition.

I. REVIEW OF THE STANDARD OPERATION PROCEDURES FOR ACCOUNTS PAYABLE AND CHECK REQUESTS

Chairman Maier indicated the following matter will be tabled until the next Committee meeting.

J. DISCUSS THE FIXED ASSET POLICY

Chairman Maier indicated the following matter will be tabled until the next Committee meeting.

K. ANY OTHER ITEMS THAT MAY APPEAR TO THE COMMITTEE FOR CONSIDERATION, AND IF APPROVED, BE RECOMMENDED FOR APPROVAL TO THE BOARD OF TRUSTEES

L. ADJOURNMENT

With no further business to conduct, it was moved by Trustee Armstrong and seconded by Trustee Towne that the meeting be adjourned at 6:16 p.m.

Sandy Gallo, Village Clerk