

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 JULY 19, 2022 AT THE HILTON GARDEN INN IN THE MAPLE ROOM

A. CALL TO ORDER

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

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.

In Attendance: Mayor Urlacher; Village Clerk, Sandy Gallo; Village Administrator, Mandi Florip; Trustees Clark and Pink

C. APPROVAL OF THE REGULAR MEETING MINUTES OF JUNE

Chairman Maier requested a motion to approve the June 21, 2022 meeting minutes. Trustee Armstrong had one word change on page 2. It was moved by Trustee Towne and seconded by Trustee Armstrong that the minutes be approved with the word change and be placed on file. The motion was carried.

D. REVIEW OF INVOICES PRESENTED FOR PAYMENT

Trustee Armstrong asked for clarification on charges from Forest Builders installation costs for the No Outlet signs reflecting \$500.31 charges and not only \$356.88. Village Clerk Gallo replied the \$500.31 amount included labor and material for the project. Trustee Pink asked what amount was being approved for the shoulder maintenance. Village Clerk Gallo indicated \$12,000 from the invoiced amount. Trustee Pink remarked the shoulder maintenance work has not been completed. Trustee Clark commented she was amazed on the final cost James Anderson billed the village for the No Outlet signs in the amount of \$1,800. Trustee Armstrong remarked she communicated with James Anderson to give her an estimated hours for this project and she did not receive that information until after the hours were billed. Village Clerk Gallo added the Lake County Sheriff's true-up amount and billing from April through July are being reflected this month.

Chairman Maier stated the amount for bills to be paid is \$ 95,784.64

E. REVIEW THE PROFIT AND LOSS STATEMENT

Chairman Maier commented Sikich accounting service received all bank statements which has allowed them to complete their reconciliation through April 30, 2022. Chairman Maier added next month the treasurers report will be provided to the Committee by Sikich. The outcome of April's preliminary financial statements indicates funding is available to make the full payment for the Grainger future transaction. The Committee had no further questions on the profit and loss statement.

F. UPDATE ON SIKICH LLP ACCOUNTING SERVICES

Chairman Maier stated Sikich accounting service has completed the April 30th financial statements. The accounting service team reached out to the auditors for a mid-August start date instead of the

original date. The auditors replied they had no issues with the later date. Village Administrator Florip indicated a member of Sikich will be attending the August meeting.

G. DISCUSS THE FY2021-2022 AUDIT

Chairman Maier indicated the auditors have received the necessary documentation via portal.

H. DISCUSS RESIDENTS WITH DEBT OWED TO THE VILLAGE

Chairman Maier stated the Committee received a listing of residents with outstanding balances due to a permit or violation. The residents listed do not qualify for a tax rebate unless their balance has been paid or addressed. Chairman Maier added Mr. Price is planning to request a variation in order to keep a closed fence. He indicated the open balance will increase. Village Clerk Gallo replied the Committee can determine on a set a date in which the resident is responsible of paying their balance in order to qualify. Village Administrator Florip indicated the Committee can indicate the ending balance as of August 1st as an example. The resident will than receive a letter with their balance due. The Village Attorney has confirmed the Committee can set a date for any case those balance will continue until its completion date. Chairman Maier asked if the residents are aware of their balances owed. Village Administrator Florip indicated no; the residents would be receiving the sample letter that was provided in the Board packet. Chairman Maier asked did the resident receive the notification of violation. Village Clerk Gallo replied the notice of violation is sent by James Anderson. Chairman Maier said he would be comfortable with a deadline to paid off a balance of August 30th. The letter will be signed by Chairman Maier.

I. UPDATE OF THE 2022 TAX REBATE PROGRAM

Village Treasurer Amy Weiland indicated she has received 12 applications thus far.

J. DISCUSS THE JAMES ANDERSON BILLING AMOUNT FOR PRIOR YEARS' WORK

Chairman Maier indicated the additional \$16K for the prior years for the Koffell berm will be explored to be furthered discussed next month.

K. REVIEW AND RECOMMENDATION OF THE AMENDED BUDGET ORDINANCE

Village Administrator Florip indicated the ordinance being presented today provides the budgeted amounts to be relocated accordingly to the expenses. This amendment allows the expenses to balance against the approved budget. Chairman Maier added he approved of the amended budget ordinance.

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

M. ADJOURNMENT

With no further business to conduct, it was moved by Trustee Armstrong and seconded by Trustee Towne that the meeting be adjourned at 6:39 p.m. Sandy Gallo, Village Clerk