

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 SEPTEMBER 21, 2021 VIA ZOOM

A. CALL TO ORDER

Chairman Maier called the meeting to order at 6:02 p.m.

The Village President has made the determination that an in-person meeting is not practical or prudent because of the COVID-19 pandemic. As the head of this public body, the Village President has the authority to act on the Board's direction, based on the September 17, 2021, Disaster Declaration made by Governor Pritzker. The Village President has based this determination on the current trending cases.

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; Financial Consultant, Dorothy O'Mary; Village Treasurer Amy Weiland

Chairman Maier began the meeting with the agenda item F. presentation of Sikich audit results.

F. PRESENTATION OF THE FY2020-21 ANNUAL FINANCIAL REPORT

Chairman Maier indicated a pre-recorded video of the audit results was provided to the Finance Committee. Representatives of Sikich included Fred Lantz and Martha Trotter. Mr. Lantz indicated three reports were issued as a result of the audit: the Annual Financial Report, the Village Communication and the State Comptroller Report. The Mayor and the Village Board members received the Annual Financial Report and Village Communication for this month's meeting. Sikich filed electronically the Illinois Comptroller Report on behalf of the Village. Mr. Lantz indicated the audit showed the Village ended the fiscal year in a very sound financial position, including their current and long-term perspectives. The Village implemented the majority of Sikich's recommendations made at last year's audit except for one. Due to the limited staffing resources, the Board of Trustees and the Village Treasurer will need to provide controls by reviewing the financial information throughout the year. Trustee Pink asked what was implied under deficiencies on page 15. Mr. Lantz indicated that the discrepancy related to the inconsistency of classifications recorded in the Trial Balance Statement.

C. APPROVAL OF THE MINUTES OF AUGUST

Chairman Maier requested a motion to approve the August 17, 2021 meeting minutes. Financial Consultant O'Mary had a word change. It was moved by Trustee Towne and seconded by Trustee Armstrong that the minutes be approved with the edit and be placed on file. The motion was carried.

D. REVIEW OF INVOICES PRESENTED FOR PAYMENT

Trustee Pink asked for the details relating to the JACO's building services charges for \$10,000. Chairman Maier replied the retainer amount is for general use services for residents, FOIA and other public works services performed.

Chairman Maier stated the invoice amount for bills to be paid is \$119,617.58.

E. REVIEW OF THE TREASURER'S REPORT FOR AUGUST

Trustee Towne added he completed a walk-thru of the Oasis center last month and noticed an Apple kiosk whose sales revenue should also be reported to the Village. Chairman Maier added he along with Village Administrator Florip, Village Treasurer Weiland, and Trustee Armstrong also completed the audit walk-through of the Oasis. The bubble gum machines and the massage chairs are also being addressed. Village Administrator Florip added she spoke to the operations manager at the Oasis to obtain the four vendors contact information.

Chairman Maier indicated when the profit-sharing period has ended with the hotel, he will draw-up a courtesy letter to the owners.

G. UPDATE ON THE 2021 TAX REBATE PROGRAM

Village Treasurer Weiland indicated she has received and processed 104 applications. Currently, 44 residents qualify and have not submitted their rebate. Emails have been sent to those residents letting them know of the October 1st deadline. Village Treasurer Weiland indicated she has made notes from this year's program experience to consider a few modifications for next year. Trustee Towne volunteered his time to make phone calls to the remaining residents. Village Treasurer Weiland said she will create a final list of the remaining qualifying residents and provide them to the Trustees to help make the courtesy calls. Trustee Armstrong added she can also help by picking up any applications.

Village Clerk Gallo indicated she along with Village Administrator Florip will be sending out letters to the residents who have a balance due to the Village. Village Clerk Gallo said she will be looking into any outstanding stop work order debt. Any resident that has a balance due are required to issue their payment by November 1st.

H. REVIEW THE STANDARD OPERATING PROCEDURES FOR ACCOUNTS PAYABLE AND CHECK REQUESTS

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

I. UPDATE ON THE COMMITTEE'S CHAIRMAN RECEIVING SUMMARY EXPENSE REPORTING

Chairman Maier said due to logistics of sending invoices to Committee Chairmen a new process is being considered. Chairman Maier indicated the new invoice approval process will show results in a summary expense report that will be sent to Committee Chairmen. They will receive the report the Friday before the Finance Committee and the Village Board meeting. The Committee Chairman will address any invoice issues and approve their departmental

expenses first at the Finance Committee meeting. The Chairmen will also be asked at the Board meeting if they approve their departmental expenses. Trustee Pink asked if the SSAs charges will be removed from her Public Works departmental expenses. Trustee Bohm said he would like to see the invoices for his department charges. Trustee Pink asked if a contractor that is hired for a project can bill the Village for the cost of their rental machines. Trustee Bohm remarked he was doing research on that particular Dunlap invoice. Chairman Maier replied the contractor should not be charging any rental costs.

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 6:55 p.m.

Sandy Gallo, Village Clerk