

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 OCTOBER 19, 2021 VIA ZOOM

A. CALL TO ORDER

Chairman Maier called the meeting to order at 6:01 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;

C. APPROVAL OF THE MINUTES OF SEPTEMBER

Chairman Maier requested a motion to approve the September 21, 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 THE COMMITTEES EXPENSE SUMMARY REPORT

Chairman Maier said each Committee Chairman received their first monthly expense report. Trustee Pink indicated in August she received 21 pages of invoices and in September it was 23. Trustee Pink asked that the SSAs be listed separately and not under other invoices in the Public Works report. Financial Consultant O'Mary indicated the General Building Service amount of \$22K consisted of the \$10K retainer and the balance permit fee payout. Trustee Bohm indicated within the JACO invoice the engineering detail amount of \$11K it included calls and action items completed for Parks and Recreation. Trustee Bohm indicated he assumed any requests made to James Anderson Engineers was captured under the retainer amount. Trustee Bohm questioned what is captured under the retainer. Chairman Maier asked that the Village Administrator review in detail the general engineering portion of the James Anderson invoice and question the charges. Village Administrator Florip added she has been exploring the engineering invoice and how it is being billed. Village Administrator Florip spoke to Bob Irvin to better understand the retainer amount. Bob Irvin indicated the \$10K was approved with the reduction of their expenses. With the new retainer amount of \$10K, it was also agreed not to itemize this figure. Village Administrator Florip suggested that James Anderson be asked to document their engineering service amount for three months to determine if the amount is too high or low. Completing a three-month examination period James Anderson and the Village can better understand what the new retainer amount should

be set. Village Administrator Florip asked why Trustee Pink was receiving invoices when the summary was only to be reviewed. Trustee Bohm agreed with the trial period for JACO to itemize the retainer amount. Chairman Maier asked Trustee Towne if he would like to participate in reviewing the monthly invoices. Trustee Towne said James Anderson does have the breakdown of the retainer. Village Administrator Florip replied she received an email from the Village Engineer Scott Anderson indicating the retainer report break-down that was being sent out by Yamin in prior months was never reviewed by him nor was that information validated. This report should not be utilized as accurate. Trustee Clark indicated all billing should be itemized for all of their activities. Chairman Maier remarked James Anderson will begin to itemize all of their monthly invoice for the next three-months. Chairman Maier asked that Trustees Pink, Bohm, Towne and the Village Administrator review the JACO invoice. Financial Consultant O'Mary said seeing actual activity will not allow closed projects to be billed. Chairman Maier said we will ask James Anderson to track their retainer amount starting November 1st. Trustee Pink said she is hesitant to endorse the payment for the James Anderson invoice payment but she is hopeful that the retainer being itemized will address some issues. Financial Consultant O'Mary indicated she has captured the Chairman changes and they will be included for next month's report. Chairman Maier asked that the Committee reports be supplied to himself, Village Administrator and Village Clerk prior to them being sent out for review.

E. REVIEW OF INVOICES PRESENTED FOR PAYMENT

Member Armstrong asked when will the two Dunlap invoices included in the Board packet be approved. Village Clerk Gallo responded the invoice in the amount of \$600 will be approved at the Board. The second invoice is listed on the Treasurer's Report. Trustee Towne asked what was being paid as part of the Hamilton Partners SSA invoice. Village Administrator Florip indicated this SSA submitted their invoice earlier this year to Bob Irvin and it was for partial year. The normal practice for this SSA is to bill once a year. However, this invoice is the balance owed to Hamilton Partners for their 2020 expenses. Village Treasurer Weiland asked if she needs to keep track of prior payments or expenses as part of her role. Chairman Maier replied the Financial Consultant role keeps tracks of that information and the breakdowns. The Committees consensus was to hold the Hamilton Partners invoice in the amount of \$9,982.45 for further review prior to payment.

Financial Consultant O'Mary indicated she had one check request for Dunlap to add in the amount of \$2,100.

Chairman Maier stated the invoice amount for bills to be paid is \$115,982.94.

F. REVIEW OF THE TREASURER'S REPORT FOR SEPTEMBER

Chairman Maier stated the Village's revenue has increased by \$1.4M. Trustee Towne remarked it is great to see the hotel revenue bounce back from last year's low. Chairman Maier added HGI does not anticipate any occupancy reduction with the new Lake Forest hotel, as they continue to see an increase in their occupancy.

G. UPDATE OF THE 2021 TAX REBATE PROGRAM

Village Treasurer Weiland indicated 144 tax rebates were received and processed for this year's program. We had seven residents who qualified but did not submit their application. Last year, 147 tax rebate applications were processed. One additional application will be added to the draft listing. Chairman Maier said he received one phone call from a resident that moved out prior to the application being mailed, therefore they no longer qualified.

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. DISCUSS THE FIXED ASSET POLICY

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

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

K. ADJOURNMENT

With no further business to conduct, it was moved by Trustee Armstrong and seconded by Trustee Towne that the meeting be adjourned at 6:54 p.m.

Sandy Gallo, Village Clerk