

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 NOVEMBER 16, 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 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 November 12, 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; Financial Consultant, Dorothy O'Mary; Village Treasurer Amy Weiland; and Village Administrator Mandi Florip

C. APPROVAL OF THE MINUTES OF OCTOBER

Chairman Maier requested a motion to approve the October 19, 2021 meeting minutes.

Trustee Armstrong had a word edit on page 1 and a statement adjustment on page 2. It was moved by Trustee Towne and seconded by Trustee Armstrong that the minutes be approved with the two edits and be placed on file. The motion was carried.

D. REVIEW THE COMMITTEES EXPENSE SUMMARY REPORT

Trustee Pink questioned what the retainer amount listed for \$10K under James Anderson was pertaining too. Chairman Maier replied this amount is a flat fee for their rendered services. Chairman Maier indicated the engineering services agreement will be reviewed in the next few months and the retainer amount will be discussed. Financial Consultant O'Mary indicated the retainer amount is \$5K for the Village's building services and \$5K for permit services. Village Administrator Florip indicated at the last Finance meeting the Committee requested that James Anderson begin to track the expenses captured in the retainer amount for the next three months. Village Engineer Scott Anderson stated the reduced lump sum retainer amount was agreed upon with the terms of it not needing to be itemized. What expenses are being included in the retainer will be a point of discussion for the next agreement. Trustee Towne added the negotiated retainer amount was considered because JACO indicated accounting for each phone call, email, etc. would be more costly to the Village and difficult to be tracked. Village Treasurer Weiland remarked that James Anderson should be held accountable to track their time spent supporting the Village. Trustee Clark stated James Anderson is able to report their work as they are already billing their time spent on phone calls

and emails. Trustee Armstrong inquired what the hourly rate was for each engineer. Village Treasurer Weiland replied she could find the hourly rates listed be personnel on their invoice.

Trustee Bohm inquired what the charge on October 13th for reviewing a deposit check for CTM related to. Village Clerk Gallo remarked she would look into this line item and provide Trustee Bohm information after the meeting.

Trustee Armstrong indicated she had no questions regarding her committee report.

Village Administrator Florip indicated the Committee can apply pressure and ask James Anderson to itemize their retainer expenses or wait until we are ready to renegotiate a new contract. Trustee Towne questioned when the James Anderson contract needed to be renewed.

Chairman Maier asked the Committee if a Request for Proposal (RFP) should be pursued for engineering service/building services. Trustee Towne replied an RFP can be considered on some of their services. James Anderson currently receives a percentage of the revenue collected for permits issued, payment for their engineering services and they receive a retainer amount. Trustee Towne suggested a flat retainer fee with a 10-day notification if the retainer amount is being attained.

Financial Consultant O'Mary asked if the full Klein, Thorpe and Jenkins, Ltd. monthly invoice is to be coded to the legal department of 700. Chairman Maier replied all of the Jim Rhodes projects should be coded to the legal.

E. REVIEW OF INVOICES PRESENTED FOR PAYMENT

Chairman Maier indicated this month's Treasurer's Report includes the tax rebate payout in the amount of \$750,000. Trustee Pink asked to confirm Misfits Construction check for the drainage repairs was going to be issued this month. Financial Consultant O'Mary confirmed the check was scheduled to be issued and picked up this week.

Chairman Maier stated the invoice amount for bills to be paid is \$995,049.61

F. REVIEW OF THE TREASURER'S REPORT FOR OCTOBER

Chairman Maier stated the Village's revenue continues to show great growth. Financial Consultant O'Mary stated the Village received the COVID-19 relief check in the amount of \$36,908. This is the first of two checks to be received.

G. RECOMMENDATION TO APPROVE A RESOLUTION TO DETERMINE THE AMOUNT OF THE TAX LEVY FOR 2021 TAX YEAR

Village Administrator Florip indicated the tax levy collection will remain in the amount of \$135K for the 2021 tax year. Village Administrator Florip added next month the SSA's estimated amounts for each tax levy will be brought to Committee. One change to next month's tax levy, will be to not discontinue SSA#10 in the collection of \$3K. This SSA was formed for the building of the road on Nektosha Way. Village Administrator Florip recommended that the collection of this SSA be continued in order to build funding in the

event the road does need to be constructed. Chairman Maier stated the SSA's amounts and the levy amount will not change for the Village.

H. RECOMMENDATION TO APPROVE THE 2021-2022 INSURANCE POLICY WITH ICRMT (PRESENTED BY MGA INSURERS, INC) IN AN AMOUNT NOT TO EXCEED \$13,709

Chairman Maier stated this year's insurance shows a significant increase due to the liability for cyber protection. Chairman Maier indicated no underwriter would provide insurance to a municipality unless they carried cyber protection. The Committee members approved of the insurance increase. Chairman Maier indicated the accounting software MIP will also be migrating to the Cloud. One additional benefit of going to the Cloud with MIP is being able to receive updates on the software quicker. Financial Consultant O'Mary indicated she attended a webinar for MIP. Trustee Towne asked how a Cloud company was selected. Chairman Maier replied they are selected by what they offer for server farms and firewalls as their standards.

I. 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.

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 Towne and seconded by Trustee Armstrong that the meeting be adjourned at 6:54 p.m.

Sandy Gallo, Village Clerk