

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 AUGUST 20, 2024 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 Trustee Towne

Absent: Trustee Smolic

Chairman Maier declared a quorum.

In Attendance: Village Clerk, Sandy Gallo; Village Administrator, Mandi Florip; Trustees Armstrong and Clark; Sikich Representative, Brian LeFevre; Village Treasurer Amy Weiland

C. APPROVAL OF THE REGULAR MEETING MINUTES OF JULY

Chairman Maier requested a motion to approve the July 16, 2024 meeting minutes. It was moved by Trustee Towne and seconded by Chairman Maier that the minutes be approved and be placed on file. The motion was carried.

D. REVIEW OF INVOICES PRESENTED FOR PAYMENT

Chairman Maier indicated there are some final amount adjustments to report. The Deerpath CMBW invoices should reflect \$11,200 and Aullmy Photographer for the picnic in the amount of \$400 was added to the list.

Chairman Maier indicated the new month's bill amount to be approved is \$214,015.32.

E. REVIEW THE TREASURERS REPORT ENDING JULY 31, 2024

Sikich Representative, Brian LeFevre presented the July Treasurers Report. Mr. LeFevre indicated Funds on Deposit continues to grow and reflects \$16M ending for this month. Building Services are down and half of the amount from last year.

F. DISCUSS THE FY2023-2024 AUDIT

Village Administrator Florip indicated Martha Trotter will be letting us know if there are any pending items for the audit. The Annual Financial Report draft will be provided on August 28th. The audit presentation is on target for the September meetings. Chairman Maier indicated he will submit the MD&A letter.

G. UPDATE ON THE 2024 TAX REBATE PROGRAM

Village Treasurer Amy Weiland indicated she has received 54 of the 159 qualifying applications. Village Administrator Florip indicated resident Bob Price does qualify for the tax rebate once he issues payment on his outstanding violation balance. He will be receiving his outstanding balance letter in the mail this week.

H. DISCUSS THE TRANSACTION PROCESS ON BUILDING PERMIT REVENUE

Agenda item H and I of this agenda overlap. They were discussed together.

I. DISCUSS THE BUILDING PERMIT AMOUNT TRANSFERRED INTO REVENUE

Chairman Maier stated the building permit revenue was not expensed for the last two years. As a result, a journal entry was completed to transfer a large amount out of the liability account. Mr. LeFevere added as the permit amounts are deposited the amounts are applied to a liability account. This process needs to be updated. Village Administrator Florip indicated with the change in agreement that was made in January with James Anderson Company of not sharing a percentage of the permit revenue received, the village no longer is required to hold an amount in a liability account. Mr. Lefevere indicated this reclass is not an impact on the cash collected, it is only a reclass within accounts.

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

Trustee Clark added she has been working with Village Administrator Florip on how James Anderson has been overseeing village projects and charging extra hours on the monthly engineering bill. Village Administrator Florip stated she has held conversations with both village engineers Jamie and Scott Anderson. If a contractor has been hired repetitively, they do not require observation. Their work can be reviewed after the project has been completed to approve payment. The crack sealing project is another project that will not need to be monitored until after its completion.

Trustee Clark stated Forest Builders Inc. was approved to clear parcel 15085 W Old School Road in the amount of \$5,000. Forest Builders Inc began the work and determined an additional amount of \$1,000 would be necessary. The approval was granted. The final invoice was received in the amount of \$14,000, with the request from Forest Builders for a \$10,000 payment. Trustee Clark indicated at no other time did the Village Engineer Scott Anderson report the project would be exceeding the approved amount. The Committee will be discussing the overage of the project in September.

K. ADJOURNMENT

With no further business to conduct, it was moved by Trustee Towne and seconded by Chairman Maier that the meeting be adjourned at 6:22 p.m.

Sandy Gallo, Village Clerk